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Office Administrator

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Company: Rapsodo

Location: İzmir

Category: other-general

Rapsodo Inc. is a sports analytics company that uses computer vision and machine learning to help all athletes maximize their performance. Our proprietary technology applications range from helping PGA Tour golfers optimize their launch conditions to allowing MLB pitchers to increase the efficiency of their breaking balls. Current partners include all 30 MLB teams, MLB, USA Baseball, Golf Digest, PGA of America, and over 1000 NCAA athletic departments.

We are seeking a motivated Office Administrator to work in a dynamic and fast paced office environment.

Responsibilities

Managing and coordinating daily office operations.

Dealing with visa matters

Arranging guests flight tickets and hotel reservations.

Ordering office supplies, monitoring inventory, and identifying needs.

Maintaining office organization and cleanliness.

Organizing and tracking invoices and other financial documents.

Requirements

Minimum a degree holder or equivalent qualification.

Excellent English communication skills, both written and verbal, is an absolute must.

At least 2 years of experience in office management or a related field.

Strong time management and organizational skills.

Ability to collaborate within a team.

Strong interpersonal skills with the ability to build rapport quickly with diverse talents at all levels of the organization.

Attention to detail and problem-solving abilities.

If you think you have what it takes and look forward to working independently as well as contribute in an innovative, passionate and driven environment, apply now!

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