

Office Manager

We are seeking to hire a motivated part-time office manager to take on critical administrative and organisational management responsibilities to support the development of a growing consulting firm. The office manager will act as an enabler for the team to deliver client projects at the nexus of business and social impact. We offer a smart, collegial and fun team with international backgrounds as well as fair compensation.

What You Bring

- At least 3 years of professional experience in similar fields of activity
- Available about 20 hours per week on 4-5 weekdays
- Independent, structured and reliable work methods
- Great attention to detail and strong organisational skills
- Advanced command of MS Office products
- Excellent German and English writing skills
- Joy of taking on responsibility in a small and entrepreneurial team
- Experience with Mailchimp and Wordpress is a plus

Your Responsibilities

- Preparing letters, contract documents and invoices
- Independent assumption of administrative and organisational tasks
- Handling of general business correspondence, e.g. mail and email inbox management
- Taking on projects, e.g. upgrading our office space
- Coordinating appointments and organising events e.g. business trips
- Preparing monthly bookkeeping documents for tax advisor & handling travel expense for team members
- Organising our filing and archiving system

About Us

Value for Good is a specialised consulting firm founded by a Harvard and Boston Consulting Group alumna that leverages the methods and tools of top management consulting for social good. We work across sectors, enabling companies, public & international organisations and foundations to create, increase and measure social impact.



SUSTAINABILITY CONSULTING

We help companies to ensure sustainability activities pay into strategic business priorities and contribute to a competitive advantage.



PARTNERSHIP ADVISORY SERVICES

We provide strategic advice to partnerships among private, public and social sector organisations to help them effectively maximise impact.



SOCIAL IMPACT CONSULTING

We provide management consulting services to international organisations, the public sector and foundations to help (im)prove value for money.

Application Requirements

- ✓ Motivation letter
- ✓ One-page CV
- ✓ Your availability
- ✓ Salary expectation

Immediate start date desired | Please send your application to talent@valueforgood.com