

OFFICE MANAGER & BRAND CONTROLLER

Build38 is a cyber security start up that takes care of securing mobile apps. We enable all sorts of solution providers (from car manufactures to banks, from public transit operators to identity providers) to deliver their mobile use cases in a secure manner. We already protect millions of Android and iOS endpoints with our SDK which, together with our backend analytics platform, provides the most comprehensive mobile app security solution in the market.

Build38 is an **international company**, with the HQ in Munich, a Sales office in Singapore and the tech hub in Barcelona.

In your day-to-day work, you will:

- Support the administrative processes in accountability duties: processing expenses and ensuring invoices are paid on time.
- Ensures operation of equipment by completing preventive maintenance requirements, calling for repairs, maintaining equipment inventories, and evaluating new equipment and techniques.
- Receive visits in the office. You will be the first person that employees and guests meet when visiting Build38. Birthdays & onboarding breakfast.
- Help organize travel requirements & events. Be 'to go' person for office related questions.
- Support employer branding actions and work continuously on new ideas and projects to increase happiness at work in cooperation with T&T Department.
- Promote the corporate culture at its highest level.
- Project tracking in costs, scope and time, reporting internally and/or client.

You should have:

- Minimum of **1** year of experience working as office manager or similar.
- Strong communication skills. Fluent spoken and written in English. Spanish&German would be a plus.
- *(Ideally)* Experience working in cibeseurity field.
- Tech-savvy person. (Ideally) Proficient computer skills and excellent working knowledge of relevant software.
- Comfortable working in a multicultural environment, strong communication and interpersonal skills, and great at building and maintaining relationships.
- Planning and organisational skills.
- Ability to work under pressure and respond to rapid demands with short deadlines
- Knowledge of accounts payable tasks.
- Positive attitude, optimistic & creative.
- Exceptional attention to detail.
- Discretion to handle sensitive and confidential information.
- Proactive and used to working in an agile and fast paced environment.

You will report to the Chief Operations Officer (50%) and working together with the Transformation and Talent (T&T) department (50%).

What we can offer you:

- Optimized onboarding – for your optimal start and your customized induction.
- Enthusiastic team – waiting to help you succeed.
- Internationality – three locations worldwide with employees on 3 continents.
- Simplicity – because we like to make it easy and be practical.
- Green field – where you can explore and bring in your experience.
- Well-known customers – from the German and international economy.
- Beautiful office spaces in the heart of Munich and Barcelona – 200m to Marienplatz in Munich or the Sagrada Familia in Barcelona with regular team/community events (breakfast, lunch, beers...).
- Good transport connections – easy to reach by public transport.
- Attractive performance-based remuneration model – as motivation for YOUR motivation.
- Flexible working hours!