

RECRUITMENT

Office Manager

in

Polish-Portuguese
Chamber of Commerce



Founded in March 2008 in Warsaw, the Polish-Portuguese Chamber of Commerce (PPCC) is an independent, non-profit organization that sets out to promote the interests of its ca. 200 member companies in respect to the commercial links between businesses in Poland, Portugal and the Portuguese speaking countries.

Our professional and technical experience allows us to promote and enhance the development of the private sector and the relationships between companies and entrepreneurs with interests in the Polish and Portuguese speaking markets.

The PPCC runs its activities towards the development of economic relations, working to attract investors from Portugal to dynamically developing Poland and vice versa, encouraging a continuous improvement of competitiveness and facilitating access of Portuguese and Polish entrepreneurs to new markets.

The Chamber of Commerce offers support in the establishment of commercial contacts, match-making, ad hoc legal advice, organization of individual and group trade missions, market research, training, recruitment services as well as various Member2Member opportunities, discounts. On a monthly basis, we organize seminars, conferences, business mixers and other events.

Our members are the main Portuguese companies operating in the Polish market, Polish businesses that already maintain, or plan to establish business relations with the Portuguese market, as well as multinational companies.

In 2013 the PPCC created the international Regional Representations system, in order to help Chamber's member companies develop international relations in South America, Africa and Central Eastern Europe (CEE).

As a result, the membership in the Polish – Portuguese Chamber of Commerce is an excellent way to establish and develop economic relations between the representatives of companies from Poland and Portuguese speaking countries and to be part of a powerful, unified and representative voice.



Basic Purpose:

The Office Manager will be responsible for providing administrative support and efficient operation of the Chamber of Commerce.

This will comprise proactive communication with PPCC members, development of administrative and financial tasks, active participation in PPCC events and initiatives.

Main responsibilities:

- Administrative support to the Chamber's office
- Basic financial services and overlook
- Supervising PPCC's trainings and trainees
- Assistance in events' organization
- Participation in external meetings
- Translations (Polish / English / Portuguese)

Critical skills and requirements:

- Accounting-economic skills
- Computer skills at user level
- English language skills of at least B2/C1 level
- Portuguese language skills of at least B2 level
- Teamwork
- Ability to build business relations
- Openness and willingness to gain experience and new skills
- Flexibility to attend events outside working hours

We offer:

- Pleasant working atmosphere
- Opportunity to gain work experience in an international environment
- Opportunity to establish valuable business contacts
- Opportunity to participate in interesting projects
- Contract of employment

