

OFFICE MANAGER

ABOUT SKEYDRONE

SkeyDrone, a wholly owned subsidiary of [skeyes](#), the Belgian Air Navigation Service Provider, is developing and offering commercial software-based services to operators of unmanned aircraft (drones) and local authorities. The company envisages to become one of Europe's first U-space service providers by 2023. Besides UTM (UAS Traffic Management) services, SkeyDrone is also active in the domain of drone data analytics and drone protection services.

ABOUT THE JOB

SkeyDrone is looking for an experienced Office Manager. As Office Manager you are responsible for:

- **Administration**
 - Ensuring the efficient day-to-day running of the office by using a range of software, including email, spreadsheets and databases
 - Managing and executing administrative tasks and procedures on request of the management
 - Document management:
 - defining procedures for retention, protection, retrieval, transfer, and disposal of records
 - creating and maintaining a document filing (or document record) system
 - Accounting: pre- and post-processing of invoices (scanning, uploading (accounting software), archiving (document filing system))
 - Staff planning & payroll management: managing the staff holiday calendar and absences, and preparing the monthly statements (payroll management system)
 - Managing the contracts with regard to the rental of offices (various locations)
 - Management of office supplies (inventory) according to predefined budgets
- **Processes & policies**
 - Designing and implementing office policies by establishing standards and procedures, measuring results against standards, and making necessary adjustments
 - Verifying adherence with data protection laws (in relation to the storage of data), and reviewing and updating policies when and where needed
 - Reviewing and updating health and safety policies and ensuring they're observed
 - Contributing to the definition and implementation of corporate policies, processes and tools with regard to quality, safety and security management
- **External communication**
 - Processing incoming correspondence (mail, phone, website)
 - Answering telephone calls and emails from customers, suppliers and external stakeholders, and directing them to relevant staff
- **Management support**
 - Supporting management by carrying out analyses, updating and generating reports and possibly taking minutes.
 - Organizing and co-chairing staff meetings, include agenda definition, invitations and taking minutes

ABOUT YOU

- 2 to 3 years' experience in an office setting as office manager, office clerk, administrative assistant, secretary or similar role
- Proficient with office software such as Microsoft Office 365
- Strong written and verbal communication skills (Dutch, French and English)
- Strong interpersonal skills to interact positively with all employees
- Excellent time management skills and ability to prioritize work
- Strong organization skills with ability to multitask to complete a wide variety of tasks
- Attention to detail to ensure tasks are completed thoroughly and correctly
- Basic bookkeeping skills
- Reliability and discretion
- A "can-do" and "why-not-this" mentality: entrepreneurial, flexible and open mindset.
- Continuous eagerness to learn and develop your personal skills and competences further.
- An interest in aviation, drones and revolutionary emerging technologies is a plus.

WHAT'S IN IT FOR YOU

- Join a great (start-up) team in an innovative and high-tech organization.
- A nice workplace in a fascinating environment, where we value a good work-life balance and flexibility.
- Possibilities for teleworking.
- A contract of indefinite term with attractive salary conditions & benefits (such as eco- and meal vouchers, group and hospitalization insurances, smartphone subscription)

HOW TO APPLY

Candidates must send their application (including as a minimum the following elements: full name, gender, date of birth, email address, mobile phone number and CV) to the following e-mail address: hva@skeydrone.aero.

Please note that by submitting your application, you accept SkeyDrone's privacy notice which can be consulted [here](#).