

Top Skills

Administrowanie świadczeniami

Reguły HR

Relacje z klientami

Languages

English (Professional Working)

Office Services Coordinator

Summary

Experienced Office Coordinator with a demonstrated history of work experience. Skilled in Administration, Office Administration, Human Resources, and Accounting, working with multicultural teams and clients. Strong administrative professional with a Master's degree focused in Management & Marketing from Warsaw School of Economics in Warsaw and University of Economics in Poznań.

Experience

Medpace

Office Services Coordinator

September 2020 - Present (4 years)

Warsaw, Mazowieckie, Poland

- Office management and coordinating administrative services, ensuring efficient office maintenance
- Development and maintenance of strong relationships with service vendors and landlords, outsourcing companies and IT service
- Car fleet and mobile phone fleet management
- New office space refits
- Support in Finance processes
- Support in HR processes - onboarding of the new hires and support in leaving of employees, organizing occupational medicine examinations, basic HR support for employees, payroll and benefits support
- Organizing occupational medicine examinations
- Participation in onboarding of the new hires and leaving of employees
- Under supervision, responsibility for coordination of all health and safety procedures for a local office and all tasks as required

Levi Strauss & Co.

Office Administrator

December 2012 - July 2020 (7 years 8 months)

Warsaw

- Office management and cooperation with vendors providing office services - building administration, telecom's operators, technical service, office suppliers, outsourcing companies, IT service
- Car fleet and phone fleet management
- Verifying administrative contracts, registering administrative invoices in SAP and ReadSoft, preparing of monthly and quarterly reports and presentations
- Negotiating contracts with service providers - Achievements: 20% monthly savings on car lease installments and 15% monthly savings on mobile subscriptions without worsening the level of services provided to employees
- Preparing administrative procedures
- Budgeting and cost control within the budget
- Successful coordination of office refits and removals within specified budget including vendor negotiations, work coordination and control
- Team manager in facility department – managing group of employees at the reception desk, independent recruiting or together with the HR within the administration area including candidates' screening, interviews, feedback, recommendation, cooperation with outsourcing HR agencies
- Preparing of the general orientation sessions for all new hires within facility field
- Close cooperation with Accountancy, IT and HR departments
- Participation in various global, local and regional projects - financial projects, IT projects, sustainability project, community projects
- Organizing of corporate events and active participation in preparing benefits for employees in cooperation with the HR department

Telewizja Polsat Sp. z o.o.

Foreign Cooperation Specialist

April 2012 - November 2012 (8 months)

Warsaw

- Coordinating of operating actions emerging from agreements with foreign customers
- Preparing documentation
- Taking part in projects – from the side of contacts and coordination of action with foreign customer

Multikino S.A.

Operating & Administrative Specialist

November 2009 - January 2012 (2 years 3 months)

Warsaw, Masovian District, Poland

- Responsibility for insurance policies for cinemas, office, cinemas under construction, company's car fleet (third party insurance, property insurance, obtaining compensation and clearing damages)
- Managing the company's car fleet – leasing, insurance policies, controlling terms of cars service, sale, clearing damages within the insurance policy
- Preparing regular and commissioned reports, Power Point presentations, data breakdowns, preparing tenders for rent of company's areas, collecting documents and data for valuation of company properties
- Providing support and assistance for Operation Director (Member of the Board), preparing commission business letters and data breakdowns
- Providing support for Regional Directors and cinemas – coordination of paying terminals' installation, music in the cinemas and author's rights (contact with ZAIKS, ZPAV, STOART, SAWP), writing out power of attorneys, organising meetings.
- Taking part in operating and financial projects (new openings, operating procedures preparing, collecting documents for valuations, stock exchange debut)

Multikino S.A.

Financial Director Assistant and Operating Director Assistant -Members of the Board

November 2006 - April 2009 (2 years 6 months)

- Providing support and assistance for the superiors, clearing an account of superior's expenses, preparing commissioned reports, Power Point presentations and data breakdowns, letters and documents, giving support in financial projects
- Bank guaranties coordination - registering, carrying out the full procedure of obtaining bank guarantees, expiry date control
- Insurance policies managing

Nikon Polska Sp. z o. o.

Receptionist

October 2004 - October 2006 (2 years 1 month)

Warsaw

- Office administrating and office supplies supervision, coordinating of documents and correspondence circulation in the office, telephone calls operating

- Cooperating with customers, suppliers and outside institutions (IT, building administrator, insurance companies, telecommunications operators, shipping companies, couriers, legal offices)

- Business travels and meetings arranging

- Obtaining compensations and clearing damages within the framework of the insurance policy.

The Vere Carden Park Hotel and Golf Resort

Work within the Work Experience Program

November 2002 - November 2003 (1 year 1 month)

- Housekeeping, Conference & Banqueting (waitress)

- The Award for the employee of the month

Education

Warsaw School of Economics

Master's degree, Management & Marketing · (2004 - 2006)

University of Economics, Poznań

Bachelor's degree, Economics, Hotel Management · (1999 - 2002)

The State College of Shorthand and Foreign Languages in Warsaw

completed with diploma, Shorthand and business correspondence in

English · (1995 - 1997)