

The American Chamber of Commerce in Latvia (AmCham) speaks on behalf of 160 leading U.S. and international companies in Latvia and is committed to fostering trade, investment, partnership and friendship between the U.S. and Latvia. AmCham serves as a business, knowledge, networking and policy forum for its members and partners and strives to be a thought leadership hub for international businesses, policymakers and the diplomatic community. We are now looking to fill the following vacancy:

OFFICE MANAGER

Core competencies: Organization, Communication, Accountability

About the position:

We are looking for an **Office Manager** to ensure the efficient functioning of our office and operations. This position is expected to have strong organizational, communication, time management and administrative skills.

Key responsibilities:

- Ensure smooth day-to-day functioning of the office, including office supplies, equipment, and facilities
- Support the accountant, work with daily accounting, classify and keep financial records up to date
- Schedule and coordinate meetings and appointments
- Facilitate effective relationships and timely communication with members and stakeholders
- Maintain office systems and liaising with suppliers
- Ensure compliance with health and safety regulations within the office
- Manage content on social media and website, and monitor website functionality
- Provide event support
- Ensure AmCham brand consistency and marketing

Requirements:

- Higher education
- Excellent command of English and Latvian
- Strong written and verbal communication skills, computer literacy
- Time management and multitasking skills with the ability to prioritize and work independently
- Attention to detail and excellent organization skills
- Teamwork and flexibility
- Previous experience in a similar role will be considered as advantage

What we offer:

- Dynamic and exciting work environment where you can make a real impact
- Social benefits and health insurance
- Annual bonus based on KPI results
- Remuneration starting from 1400€-1600€ based on candidate's qualifications and experience

Please send your CV and a cover letter indicating your expected salary to: amcham@amcham.lv