
Job-ID: M18-01

Position: Administrative Manager **Location:** Barcelona, Spain

ABOUT US:

If you thrive in a dynamic, collaborative workplace, MITIGA provides an ideal environment where you will be challenged and inspired every single day. And if you relish the freedom to bring creative, thoughtful solutions to the table, there's no limit to what you can accomplish here. We are looking for someone positive, who can fill many sizes and types of shoes in one day, creative, professional, quick and willing learner, and who is not afraid to get involved and form part of this close-knit team.

Mitiga Solutions is a spin-off from the Barcelona Supercomputing Center – Centro Nacional de Supercomputación (BSC-CNS) that provides commercial solutions capable to evaluate and mitigate the impact of atmospheric hazards, improving the management of risk for clients across multiple industries. Mitiga is an established, professionalized start-up with a number of high impact opportunities at its helm within the market as well as within the Barcelona start-up ecosystem.

CORE RESPONSIBILITIES:

The role of the **Administrative Manager** is to support MITIGA's day-to-day operations, including:

- Administrative and HR management
- Project management support
- Preliminary legal council

Support to management

- Direct support to MITIGA's CEO
- Ensure that our services and projects related to Business Applications and IT Infrastructure Solutions are deployed successfully
- Handle complex customer scenarios, document solutions, and effectively provide dependable and timely resolution to all product related technical issues experienced by customers

Administrative/Operational

- Barcelona's office facility management
- Invoicing and Calendar management
- Meeting management - business guest management, room logistics, AV, conference call information, web-based meetings etc.
- Events coordination - both local and offsite
- Travel management/coordination
- Expense management- assisting team members with expenses and/or processing expenses on behalf via internal tools, process external reimbursements
- Publications and research materials management
- Stays abreast and communicates of relevant administrative and financial policies, deadlines and compliance requirements and assists staff with understanding, operationalizing, and adhering to relevant policies and guidelines. May train staff on grants or other processes/workflows
- Maintain up-to-date MITIGA's Social media

HR Administration and KPI Management:

- Manage the administration hiring process and end of service (offer letter, employment contract, etc.) and ensure the link with the C-Level staff
- Prepare various company letters for employees and ensure the follow-up
- Consolidate the HR KPIs dashboard and analyze all the KPIs in order to support decisions
- Oversee and manage the monthly payroll for the company
- Prepare the monthly payroll documentations, figures, and all elements impacting salary
- Communicate with employees and managers for any questions, alerts, etc.
- Coordinate the administration of training activities

Project Management (additional responsibilities)

- Providing advanced administrative support for research grant application and management activities
- Review, interpret and draft contracts, agreements and other legal documents

SKILLS AND EXPECTATIONS:**Entrepreneurial and Customer service spirit**

- Proficiency in English is a must (Native speaker preferred). Good handling of Spanish required
- Deals well with ambiguity
- Approaches the job with a focus on providing excellent customer service to clients and the team
- Takes time to understand the tasks assigned and ask appropriate questions but also be able to act independently
- Builds and maintains relationships
- Constantly strive to improve and make a positive contribution
- Maintain a positive, team-oriented attitude - while you support a specific team, we must all operate in service of the entire organization

Written and verbal communication

- Proficiency in English is a must (Native speaker preferred). Good handling of Spanish required
- Ability to manage various communication channels (email, phone calls, etc.) and respond in a professional, immediate, concise yet friendly manner.

Responsiveness

- Respond to critical messages right away with same-day turnaround for top priority requests
- Same-day responsiveness to less urgent requests providing timeframe for an answer or solution
- Ability to meet and manage deadlines

Confidentiality and trustworthiness

- Advanced professional, ethical acumen
- Maintain an openness to feedback (positive as well as areas for improvement)
- Strong sense of accountability for yourself and the team
- Maintain strong discretion with regard to the content of the job and the profile of the office
- Maintain the confidentiality of the office, the work, the information and the principals

Technical skills

- Proficiency with Office Suite; proficiency in Website maintenance is a plus
- Social media skills (LinkedIn, Twitter, etc.) will be valued.
- Proficiency booking travel online
- Event planning experience- for both large and small convenings

Education and work experience

- Passion for administrative work with successful career track record
- Bachelor's degree in Law or Business Administration - or equivalent work experience.
- Administrative experience in Aerospace and/or insurance sector will be an added advantage
- Specific interest in areas related to Technology, IT, and Natural Hazards will be valued

WE OFFER:

- The opportunity to work in a young, dynamic, creative and collaborative team
- Full-time gross salary for this position is 25 to 30 K commensurate with skills and experience
- + Flexible Payment Plan (i.e. transportation, wellness stipend, training, ticket restaurant, etc.)
- Mitiga is an equal opportunity employer

APPLICATION

To apply for this position, please email your CV with a cover letter to info@mitigasolutions.com. Please use the following subject: **M18-01 Administrative Manager**