



<https://fintechnews.ae/job/office-manager-at-kraken-digital-asset-exchange/>

## Office Manager

### Description

As Office Manager, you will be responsible for creating and maintaining a pleasant and effective work environment at the Kraken Abu Dhabi Office, ensuring high levels of organisational effectiveness. You will be an integral part of a team that drives Kraken's growth in the MENA region, as a preeminent crypto asset exchange and services provider. An ideal candidate should have experience working in fast-paced fintech or exchange trading office environments, with strong attention to detail, commitment to excellence, and understanding of how to facilitate a security-focused office culture. This role is located in Abu Dhabi.

### Responsibilities

- Vendor procurement for office supplies
- Management of office access and maintenance of access records
- Arrangement of couriers and dealing of posts
- Arrangement of small maintenance works
- Liaison with building management and security teams in relation to office matters
- General keeping of office space in good order
- Coordination of office refurbishment or improvement works as needed
- Coordination and procurement of company and office-branded merchandise
- Organisation of staff activities, including office-related social and team-building events, and area team retreats and workshops
- General support to the needs of company staff regarding the local facilities.

### Qualifications

#### Soft Skills

- Hands on approach and willingness to help
- Ability to learn new skills quickly
- Approachable, outgoing personality
- Discretion and security-mindedness
- A creative mind with an ability to suggest and implement office improvements

#### Hard Skills

- Relevant previous experience
- Experience with MS Office/G-Suite
- Confident PC user, Mac preferred
- Experience with organising events of various size, ideally in Abu Dhabi area
- Experience in expense, vendor and travel managementUnderstanding of basic accounting procedures

### Hiring organization

Kraken Digital Asset Exchange

As one of the largest and most trusted digital asset platforms globally, kraken is empowering people to experience the life-changing potential of crypto.

Trusted by over 8 million consumer and pro traders, institutions, and authorities worldwide – Kraken's unique combination of products, services, and global expertise is helping tip the scales towards mass crypto adoption.

### Employment Type

Full-time

### Job Location

Abu Dhabi, UAE

### Date posted

1. April 2022

APPLY