

Title: Office Manager

Job Description: IUNETWORKS LLC is looking for **Office Manager LLC** is looking for a motivated individual with a proven track record in office administration. You may have experience from a different field than small business or technology but will be have a proven ability to work under pressure and priorities.

Job responsibilities:

Specific work elements of the job include but are not limited to:

- Manage procurement of all office supplies of stationery, supplies, equipment and furniture
- Set up systems and procedures as required
- Prepares all necessary and required documentation including invoices, contracts and reports.

Required qualifications:

- At least 2 year of administrative job experience as or relevant position;
- Higher education;
- Strong business and administration knowledge;
- Basic accounting skills;
- Communication skills;
- Ability to work within deadlines and quick in responding within short notice period;
- Adaptable in a dynamic working environment and organizational culture;
- Proactive, self-motivated and determined.

Remuneration/Salary: Competitive salary based on skills and experience; good benefit package, perfect team of qualified professionals.

Application Procedures: Please apply to this job by sending your CV to: job@iunetworks.am
career@rau

Please mention the name of the position you are applying for in the subject line of the letter.

Application Deadline: 15 December 2018

About Company: IUNetworks LLC is an information technology company that provides integrated solutions of hardware supply and software development. The Company was founded in March 2008.

