



The American Chamber of Commerce in Latvia (AmCham) speaks on behalf of more than 160 leading U.S. and international companies in Latvia. It is committed to fostering trade, investment, partnership and friendship between the U.S. and Latvia and serves as a business, knowledge, networking and policy forum for its members and partners. AmCham strives to serve as a thought leadership hub for international businesses, policy-makers and diplomatic community.

OFFICE MANAGER

Core competencies: Accountability, Organization, Communication

We are looking for an Office Manager to ensure the efficient functioning of our office and operations in Riga, Latvia. We offer a unique opportunity to serve the largest foreign business organization in Latvia in striving to improve the business and investment climate. This position is expected to have strong organizational, communication and administrative skills.

KEY RESPONSIBILITIES:

- Ensure smooth office management (CRM, documentation, archive);
- Support accountant and manage daily banking (invoices, payments, financial reports);
- Facilitate effective relationships with AmCham members and core team;
- Facilitate timely and professional communication internally and externally (draft letters, reports, minutes, scheduling);
- Manage content on social media and website, and monitor website functionality;
- Support the Board and Work groups (coordination of meetings, taking minutes);
- Provide event support (registration, event reports);
- Ensure AmCham brand consistency (production and supply of marketing products);
- Maintain positive office environment.

REQUIREMENTS:

- University degree;
- Excellent command of English and Latvian;
- Strong communication, writing, organizational and interpersonal skills;
- General knowledge of the legal framework;
- Attention to detail and accuracy;
- Teamwork and flexibility;
- Computer literacy: (MS Office, digital meeting platforms, database management)
- Previous experience in a similar role will be considered as advantage.

WHAT WE OFFER:

- Opportunity to join a leading foreign business organization;
- Dynamic and exciting work environment where you can create real impact;
- Social benefits and health insurance;
- Annual bonus based on KPI results;
- Remuneration starting from 1200€ based on candidate's qualifications and experience.

This is a full-time position located in Riga, Latvia. Desired start date is December 2024. As the selection and interview process is ongoing, please submit your application as soon as possible.

Please send your CV and motivation letter: amcham@amcham.lv and include "Office Manager Vacancy" in the e-mail subject line.

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ANNIVERSARY