

flexoffice

About FlexOffice:

We believe that great work can only be done in an inspiring environment. That's why we're re-inventing the workplace. At FlexOffice, our members find state-of-the-art offices, activity zones and meeting rooms – to be inspired, connect and create. No matter how hard office life can get, we're here for our members. We listen and empower, to help achieve the best work and to bring people together.

You want to be a part of the exciting FlexOffice universe? We are looking for a hardworking and outgoing individual to oversee and manage the daily operations our location in Geneva. For this role, experience is relevant, but ambition and excellence are more important.

Community Manager (f/m/d), 50-60% *Geneva*

If you are passionate and action-oriented and have great energy, you could be the right fit for our growing team.

As Community Manager you are the driving force behind the daily operations of our location in Geneva. You ensure detail-oriented customer service to our tenants and guests, maintain the space and equipment, provide an atmosphere of top-notch hospitality.

It's all about people! Working as a Community Manager means being attuned to our member's needs and always maintaining a customer-centric mindset.

Tasks:

- Oversee all daily operations at the location.
- Provide high quality services and support to our members and guests.
- Develop relations with members and guests, be attentive to their needs and requests.
- Build a happy and supportive community through events, engagement activities, and personal interactions.
- Maintain and feed digital channels making sure that members have access to relevant information.
- Support members and guests in organizing events, including room set up, catering, troubleshooting, etc.
- Serve as contact person for various suppliers for cleaning, printing, food and beverage, etc.
- Identify, follow up and resolve any issues or problems arising in the space related to cleaning, IT, electronic equipment, etc.
- Work closely with the Location Manager and raise any issues that cannot be solved right away.

Requirements:

- Strong customer service experience.
- Exceptional organizational and multitasking skills.
- Prior experience in a hospitality related environment is a must.
- Outgoing and friendly personality.
- Professional mindset.
- Attention to detail.
- Fast and solution oriented thinking.
- Empathic character with a natural inclination to supporting others.
- Fixed working hours, additional flexibility is a plus.
- Ability to handle pressure.
- Desire to take initiative.
- Fluent in French and English mandatory, German is a plus.
- Living in or around Geneva. A strong network is a plus.
- Start date and workload – to be discussed.

You can expect an agile, open and motivating team with flat hierarchies and contemporary working methods. In our modern and inspiring environment, you can get involved at any time and play an innovative role in shaping the future of work. For us, "people first" doesn't just mean our customers, but also our employees, whose strengths we always want to promote. Regular meetings enable a constant dialogue and mutual support. We have regular working hours from Monday to Friday from 08:00 to 17:00. Exceptions are possible for events or larger groups.

Benefits such as expenses for BYOD, team events, 6 weeks' holiday or half-fare are included. We are also a fast-growing company with plenty of development potential.

Do you feel like becoming part of the FlexOffice team and shape the future workplace with us? Then send us your application to careers@flexoffice.swiss.