



# FACILITY, IT AND FLEET COORDINATOR

m/f/d

BOA Technology, the creator of the award-winning, patented BOA Fit System, is reinventing how shoes, medical braces, and equipment performs. As BOA looks ahead to the future, there is contagious excitement radiating across our offices in the United States, Europe and Asia. We are a collaborative, growing company where details matter and customer satisfaction with our product is paramount.

## OVERVIEW OF THE ROLE

Reporting to the HR & Office Manager, the Facilities & Office Coordinator is responsible for coordinating office/facility activities and procedures to ensure organizational and operational efficiency, effectiveness and safety for the office. You will be primary contact for external service providers (e.g. IT support, leasing company, property management) and internal departments to ensure a smooth operation of the office. You should be well organized, flexible, and enjoying the challenges of supporting an office of diverse people to create a pleasant work environment.

## CORE RESPONSIBILITIES

- Procure/manage IT supplies, office furniture and equipment based on company standards, budget and business need
- Responsible for developing and implementing office policies by setting up procedures and standards to guide the operation of the office, taking into account any global frameworks already in place.
- Manage contract and price negotiations with office vendors and service providers
- Be primary point of contact for all IT support needs and coordinate with our external IT support provider
- Manage all aspects of the office's space/infrastructure planning (moves, changes to workstations) and provide answers, resources, and solutions as requested.
- Manage the company car fleet by collaborating with the car dealer and leasing company

## REQUIRED QUALIFICATIONS

- Excellent multitasking and organization skills
- Ability to collaborate and build relationships with diverse groups of people
- Dedication to serving both internal and external customers
- Ability to maintain confidentiality
- IT or fleet management experiences would be a plus
- 2 or more years work experience preferable in office-/facility management or administrative position

## WE OFFER

- Challenging tasks in a successful and innovative company based in the beautiful lake area of Salzkammergut.
- A welcoming working environment in a committed and international team of employees.
- Learning and development opportunities
- Discounts on many outdoor gear brands

For legal reasons, we are obliged to point out the minimum salary for this position according to the collective agreement, which is 1981.- EUR gross per month. However, our attractive salary packages are based on current market salaries and are therefore significantly above the stated minimum salary, depending on your experience and skills.