



### Office Manager, part-time

Infinite Potentials Consulting (IPC) is a management consulting firm which focuses on the provision of international-class strategic advisory services to the rapidly growing African market. With initial focus on the education, healthcare and energy sectors, IPC and its team (Kenya, Malawi and Germany) and international advisors partner with leading organizations in Africa and work with them to realize their potential.

IPC was established in 2013 and after successfully delivering a set of projects to clients from around the world, is now seeking a part-time office manager to continue IPC's rapid growth path.

#### Position Summary:

We are a start-up organization with an extremely ambitious mandate in a new market along with an internationally diverse team, spread out across the world. You will join this team and immediately begin to support the key back-office tasks with the opportunity for growth.

#### Person Summary:

We seek a unique person, who:

- Is creative, hardworking and passionate.
- Detail-oriented and responsive.
- Is seeking a challenge and will work to make him/herself indispensable to the team.
- Adapts easily to new situations and can deal with ambiguity
- Familiar with accounting, bookkeeping or office management

#### Responsibilities:

##### Invoicing

- Prepare, send and track payment of client invoices
- Prepare, send and track expense invoices
- Track and monitor contractor invoices

##### Expenses & Payments

- Oversee staff and contractor expense reimbursements, prepare them for preapproval
- Prepare weekly payments
- Track and manage physical receipts

##### Bookkeeping

- Account tracking and entering expenses into the accounting system
- Weekly and monthly reconciliations (invoices, receipts and accounts)

##### Office Management

- Supporting travel bookings
- Managing legal and administrative paperwork with authorities in Germany and Rwanda
- Developing and maintaining policies, procedures and related documents.

#### Requirements:

- Creative
- Strong numerical fluency

- Attention to detail approaching perfection
- Fluent in written/spoken English and German
- Experience with MS Office (Word, Excel, Powerpoint)
- Real, fun, passionate

**Reporting Lines:**

- To the Managing Director

**Office location and Start Date**

- Berlin (home office is also OK)
- Start date – ASAP

**Contract terms**

- 40 hours/month (flexible)

**Application:**

- To apply, send your CV and with a short note explaining why you want to join us to [talent@infinitepotentials.org](mailto:talent@infinitepotentials.org).