



## Office & Vibe Manager (m/f/d)

### **Drink More Water, together we grow.**

All the great people here at waterdrop® ([www.waterdrop.com](http://www.waterdrop.com)) have been shaking up the market with our innovative microdrinks, microlytes and microenergys that make drinking more water fun, convenient and more sustainable. We're proud to have saved countless plastic bottles in the process as well as having significantly reduced carbon emissions compared to pre-filled beverages. Recognized as one of the fastest growing FMCG brands in Europe, we have grown to well over 2.5 million satisfied consumers and built a global presence that spans 23,000+ retail outlets and 40+ waterdrop stores alongside our vast digital footprint, reaching more than 20 markets globally. We can't wait to take this journey to the next level.

**Join us on that journey and become part of our passionate and driven team now!**

### **Your responsibilities at waterdrop®:**

- As an Office & Vibe Manager (m/f/d) you are the good soul of the company and ensure that everything is running smoothly in the office.
- You assist the team with all kind of organizational matters and coordinate external specialised personnel, including technicians/installers, health and safety personnel, trainers/coaches, etc.
- You define and implement processes to make the organization of the office more efficient.
- You ensure that the office is a welcoming place and that our clean office policy is brought to life.
- You welcome and look after important guests and accompany them to their appointment.
- You take care of all back office tasks such as processing incoming mail, bringing parcels to the post office, ordering office and everyday supplies as well as coordinating the office hardware.
- You plan the stock levels for the in-house warehouse and monitoring the inventory.
- Together with the HR team, you will plan exciting company events, support the onboarding of new employees and surprise the entire team with small gifts.

### **Your strengths and qualifications:**

- You have gained professional experience in a fast-paced environment, e.g. in the hospitality industry or in a similar position where you had to work structured and under pressure.

- You are able to juggle multiple balls at once.
- You are well known for your positive vibes and your good spirit also in busy times.
- You are responsible, proactive and stress resistant.
- You are an organizational talent with a hands-on mentality and a good portion of common sense;)
- You are a self-confident, friendly and courteous soul who doesn't shy away from challenges.
- Communicating in English and German is easy for you.

#### What we offer you:

- An **amazing, ambitious and international team** in a brand-new HQ in Vienna.
- **MyClubs** sports vouchers, to have a sporty balance.
- **Monthly sports events** (Freaky Fridays), to be active and have fun with your team members.
- In-house restaurant with **subsidized healthy meals**, for a break with your colleagues.
- **Discount** on your waterdrop purchases.
- **Legendary summer and Christmas parties!**

**The minimum salary for this position is EUR 30.800 gross per year. Depending on your qualifications, there is the willingness for overpayment.**

We work in a changing world which offers great opportunities for people with diverse backgrounds and experiences. We seek to attract and employ the best people from the widest talent pool because creating value through diversity is what makes us strong as a business and enables us to solve important problems and deliver added value. We encourage an inclusive culture where people can be themselves, are valued for their strengths and are empowered to be the best they can be.

**Wanna Drop in?** Send your application documents in English or German through our online application system. We are looking forward to reading from you soon!



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### Additional information

Location | **Vienna**

Position type	<b>Full-time employee</b>
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Start of work	<b>As of now</b>
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Responsible

Kira Zimmermann