



## **OFFICE MANAGER (INTERN) JOB DESCRIPTION**

**LOCATION: Sofia, Bulgaria**

**TYPE: Intern, Full-Time (6 hours)**

**REPORTS TO: HR Manager**

### **COMPANY PROFILE:**

GAN is a global supplier of industry leading casino content, fast flexible gaming systems and turnkey social gaming. The company was founded in 2002 with the aim of capturing the emerging online skill-games market. Having led the market in backgammon and regional skill games in Italy and Spain, we broadened our product portfolio to offer a full gaming software system as well as becoming a leading developer of online casino games.

GAN Plc is a publicly traded company, listed on the London Stock Exchange in November 2013, giving us a solid foundation from which to exploit the emerging opportunities within both real money and simulated gaming. The company is a global SaaS provider of internet betting solutions for the casino industry. The Company owns and operates GameSTACK™, a proprietary enterprise software system licensed to casino operators. GameSTACK™ is a turnkey technology solution for legal real-money internet casino games, online sports betting and virtual Simulated Gaming.

GAN's flagship clients are market leading casino operations and best-in-class content development houses. GAN's Simulated Gaming social casino partners include WinStar World Casino, Turning Stone Online Casino, Twin River, Maryland Live! Station Casinos, JACK Entertainment Social Gaming, The Lady Luck Interactive, The Borgata Hotel Casino & Spa, San Manuel Indian Bingo and Casino, Empire City Casino, and Parx Casino.

The company has strategically positioned itself in the US as a pioneer in this emerging regulated market. In New Jersey, we have partnered with Betfair to provide a real-money online gaming site since November 2013. We've also launched an Ocean Resort Casino in July 2018.

We have offices in the UK (London), US (California, Nevada, & New Jersey), Israel (Tel Aviv), and Bulgaria (Sofia) and we pride ourselves on the many industry awards we have picked up along the way – latterly for Casino Platform of the Year at the North America EGR awards in San Francisco.

### **TEAM OVERVIEW:**

The HR/Office team members are located at the Irvine, CA USA, London, UK, and Sofia, Bulgaria offices. This position will support the Sofia, Bulgaria office and team.

### **JOB PURPOSE:**

Our company is looking to hire an Office Manager to be responsible for the general operation of our office space. Duties will involve greeting visitors, purchasing office supplies, and taking proper inventory. The Office Manager will organize and coordinate day to day administration and procedures, in order to ensure organizational effectiveness. He/she will be responsible for keeping a smooth office operations and



overseeing administrative support. The job can range widely in duties and responsibilities, from reception, copy editing, and support, to handling a specific type of paperwork.

#### **DESCRIPTION OF JOB RESPONSIBILITIES:**

- Organising interviews and meetings
- Coordinating travel - flights, hotel, and/or taxi reservations
- Organising monthly events (parties, breakfast, games)
- Being in touch with suppliers, management vendors, including cleaning, catering, and security services
- Purchasing office supplies and equipment
- Organizing the office layout
- Provide general support to visitors
- Maintaining the office condition and arranging necessary repairs
- Partner with HR to update and maintain office policies as necessary
- Assist in the on-boarding process for new hires

#### **REQUIREMENTS:**

**The ideal candidate must be enthusiastic about their job. They must also have the following qualities:**

- Strong aptitude for managing their own work to completion
- Attention to detail
- Self-starter and positive mind-set
- Forward-thinking
- Team player
- Must be well organised, self-motivated, flexible and enjoy the administrative challenges of supporting an office of diverse people.
- Excellent communication skills

**The following skills will be necessary to excel in this role:**

- Highly organized with strong attention to detail and follow-through
- Solid oral and written communication skills
- Self-motivated and solution-oriented, including problem solving skills
- Time management
- Software use (G Suite (Google Docs, Sheets, Slides); Microsoft Office (Word, PowerPoint, Excel); Email and calendar scheduling tools (Outlook, Google Calendar)
- Ability to thrive in a fast-paced, deadline-driven environment

#### **TRAVEL REQUIREMENTS:**

This role may require a small amount of travel, including but not limited to picking up supplies, support visitors, and working with vendors. Travel reimbursement, when applicable, will be available.

#### **WHAT WE OFFER:**

- An opportunity to work in a multinational established company with a start-up feel
- Competitive salary
- 25 Days Annual Leave
- Sports Card (access to more than 120 sports centres in Sofia)
- Gift vouchers