



Office Manager (m/f/d)



LOCATION
Madrid



COMPANY
ARRK Engineering Spain,
Sucursal en España



CONTRACT TYPE
Full-time



Form of Work
Hybride

WHAT TO EXPECT

At ARRK Engineering we are looking for an Office Manager to help manage all labour and employee related issues. Our office in Madrid is continuously growing and we need a motivated, structured and a communicative person to act as a bridge between the German office and the Spanish office.

Please send your documents in english.

YOUR TASKS

- Manage the day-to-day operations of the Madrid office, including workstations, meeting rooms, supplies, reception, external providers, and overall workplace needs.
- Oversee office security and access control, ensuring compliance with internal standards.
- Manage invoicing, payments, and financial documentation related to office operations, including audit support.
- Act as the main point of contact for employees in Spain, providing administrative, operational, and human day-to-day support.
- Foster a positive work environment by actively supporting employees and helping resolve issues and needs.
- Coordinate onboarding and offboarding processes in collaboration with HR Germany, ensuring a smooth employee experience.
- Administer employee benefits platforms (e.g., Coverflex) and ensure accurate monthly coordination and reporting.
- Serve as the communication interface between the Madrid office, German headquarters, and external partners.
- Design, document, and continuously improve internal processes to optimize office and organizational performance.
- Identify inefficiencies, propose structured solutions, and support initiatives to enhance operational efficiency and employee experience.

Note: This role requires a high level of on-site presence in the Madrid office, with limited remote work flexibility.

YOUR PROFILE

- Proven experience in people-facing roles with an HR-related focus and office management (employee support, conflict resolution, workplace guidance).
- Fluent in English (mandatory); German is a strong plus.
- Proactive, hands-on mindset with a strong sense of ownership.
- Ability to thrive in dynamic, fast-changing environments.
- Highly organized, structured, and detail-oriented.
- Strong interpersonal and cross-cultural communication skills.
- Ability to coordinate effectively with multiple internal and external stakeholders.
- Analytical mindset with the ability to identify inefficiencies and propose improvements.
- Proficiency with modern digital tools to enhance productivity (e.g., Copilot, automation tools, collaboration platforms).
- Strong focus on operational excellence and continuous improvement of the employee experience.

YOUR BENEFITS



Exciting projects



Employee events



Attractive salary



Creative scope



Sports and
wellness offers



Pleasant working
atmosphere

APPLY NOW



CONTACT

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ARRK Engineering is part of the international ARRK group of companies and specialized in product development. Within the ARRK group of companies we implement product developments from virtual development to prototypes and small series production.

For reasons of simplification, only the masculine form is used in this job advertisement. However, persons of any gender and any orientation are always meant equally.

Our job offer is equally directed at severely disabled persons and persons of equal status.