

# Office Manager

**Company name** IHS Markit Region of the company Minsk, Minsk, Republic of Belarus

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## **About Us**

IHS Markit harnesses deep sources of information, analytics and expertise to forge solutions for the industries and markets that drive global economies. Our company partners with clients in business, finance and government to provide the unrivalled insights and perspectives that lead to well-informed, confident decisions. IHS Markit serves more than 50,000+ key customers in more than 140 countries, including 80 percent of the Fortune Global 500. We help decision makers apply higher-level thinking to daily tasks and strategic issues across a host of industries and disciplines. Our research and development center in Minsk focuses on creation of three intellectual platforms of IHS Markit related to engineering and manufacturing domains. This includes scalable cognitive engines that help users – engineers, innovators and researchers – to discover and leverage knowledge locked in corporate repositories as well as in industry sources.

## **Your Role**

We are looking for an involved, active and bright professional who can become a chain link between all departments of the Minsk Site office and who will take on the functions associated with conducting various internal and external events, promoting and developing the company's brand, maintaining social networks and providing high-quality internal and external communication, working with suppliers and providing the office with everything necessary.

## **Your Duties will Include**

- Manage and coordinate internal and external events
- Promote and maintain local brand of IHS Markit
- Internal and external communication (news announcements, events, support executive communications)
- Create and manage internal/external content
- Maintain, drive and promote Corporate Sustainability philosophy
- Improving the site's work-life-balance metrics
- Support general office needs
- Provide oversight to general administrative staff
- Coordinate work with vendors
- Process an incoming and outgoing correspondence, calls distribution
- Support business travel arrangements
- Manage facilities budget (admin costs & repair)

## **About You**

- You have at least 2years of relevant work experience
- Excellent communication skills, ability to listen, adapt and explain
- Self-motivation and initiative taking
- Ability to establish, maintain effective working relationships with staff and clients
- Excellent drafting and translating/interpreting skills both in Russian and in English
- Knowledge and understanding of administrative and secretarial best practices and procedures

- Ability to plan, coordinate and organize workload while remaining aware of changing priorities and competing priorities and deadlines
- Strong computer and internet research skills
- Previous work experience in an international/IT organization is an advantage
- Experience in the usage of computers and office software packages
- Fluency in English and Russian

### **What We Offer**

- Enormous possibilities for learning including internal and external resources
- Collaboration with Greatminds
- Mentoring program with colleagues around the world
- Employee stock program
- Paid medical leave
- 6 days-off in a year
- Sport activities reimbursement
- 28 days of annual leave
- Health insurance for you and family members
- English classes

Inclusion and diversity are critical to the success of IHS Markit, and we actively encourage applications from people of all backgrounds. We are committed to providing equal employment opportunity without regard to race, color, religion, sex, sexual orientation, gender identity, age, national origin, disability, status as a protected veteran, or any other protected category. For more information on the many ways in which we enthusiastically support inclusion and diversity efforts for both candidates and employees, please access our Inclusion & Diversity Statement [here](#).

We are proud to provide reasonable accommodations to applicants with disabilities. If you are interested in applying for employment with IHS Markit and need special assistance or an accommodation to use our website or to apply for a position, please contact or call +1 212 849 0399. Determination on requests for reasonable accommodation are considered on a case-by-case basis. *This contact information (email and phone) is intended for application assistance and accommodation requests only.* We are unable to accept resumes or provide information about application status through the phone number or email address above. Resumes are only accepted through the online application process, and only qualified candidates will receive consideration and follow-up.

IHS Markit maintains a substance-free workplace; employees may be asked to submit to a drug test (where permitted by law). In addition, as a federal contractor in the United States, the company participates in the E-Verify Program to confirm eligibility to work.

### **For Information Please Click On The Following Links**

IHS Markit Business Code of Conduct  
 Right to Work  
 EEO is the Law  
 EEO is the Law Supplement  
 Pay Transparency

### **Current Colleagues**

If you are currently employed by IHS Markit, please apply internally via the Workday internal careers site.

### **Position level**

Specialist

### **Industry**

- Information Technology & Services
- Software services
- Financial Services

### **Type of employment**

Full-time

### **Job duties**

- Administrative activities