



RentalDepositsNow

JOIN OUR
TEAM



We're Hiring!

Office Manager/Insurance Intern - Split, Croatia

About Rental Deposits Now & Miller Company

Experts

We are built by Industry Leaders with vast experience with program carriers, administration, and affinity partnerships - our relationships set us apart.

Award-Winning Innovation

Constant and never ending innovation is one of our key core values. Our proprietary technology platforms allow radical real-time insight into all our partnership KPIs.

Who We Are

Our Mission

We believe fundamentally that by delighting our clients time and time again, we attract the best and brightest to our firm, leading to a life worth living & a career worth having.

Vision

To be the bonding and insurance provider of choice for our core markets, AND being the employer of choice for the highest caliber staff, dedicated to serving them.

Values

- Ethics in everything, first and foremost
- To give back to the community often and in meaningful ways
- Treat others the way they want to be treated
- Constant and never-ending innovation
- A no-politics, client & result-centric culture
- Family First

Job Description

As our Office Manager/Insurance Intern, you will play a crucial role in supporting the daily operations and productivity of our EU Head Office. Reporting directly to the CEO and Chief of Staff, you will have an impact on the company by efficiently managing various administrative tasks and providing personalized assistance.

The ideal candidate will be highly organized, detail-oriented, and possess excellent communication and multitasking skills.

Responsibilities

Office Administration:

- Manage physical and digital filing systems to ensure easy retrieval of documents.
- Organize and relay bills/receipts to the accounting department for processing.
- Assist in preparing expense reports and maintaining accurate records.
- Complete ad hoc requests/special projects as needed

G Suite Management:

- Manage and organize G Suite applications, including Gmail, Calendar, and Contacts.
- Assist with calendar entries and scheduling appointments as per instructions.
- Efficiently manage contacts and update information as required.
- Triage and prioritize incoming emails, responding or redirecting as necessary.

Technology/Platform Management:

- Manage and update tasks and projects using Asana.
- Provide local IT support for basic technical issues and liaise with IT support for complex matters.

Orders/Consumables:

- Facilitate the ordering of office and kitchen consumables, and personal items as needed.
- Ensure timely delivery and stock management of consumables.

Corporate/Personal Travel:

- Handle travel arrangements including booking flights, hotels, or liaising with travel partners to ensure smooth travel experiences.

Personal Errands:

- Facilitate personal errands such as purchasing school items, coordinating deliveries, and handling ad hoc requests efficiently.
- Assist in managing personal bill payments as required.

Requirements

- Strong command of the English and Croatian languages, both verbally and written
- Proven experience as an Office Manager, Executive/Admin Assistant, or similar role.
- Proficiency in G Suite applications including Gmail, Calendar, and Contacts.
- Strong organizational and time management skills with the ability to prioritize tasks effectively.
- Excellent communication and interpersonal abilities.
- Familiarity with task management platforms like Asana.
- Ability to handle confidential information with discretion.
- Flexibility and adaptability to meet changing demands in a fast-paced environment.

What We Offer

- A competitive salary structure based on experience.
- Opportunities for professional development and career growth.
- A vibrant, supportive team and tech development environment.
- The chance to be part of a company that's changing the face of the rental industry

Apply Now

You will receive an email back with further instructions to proceed to the next stage of the hiring process.