

ZYLIA



Zylia develops innovative, world-class recording technologies and turns them into products that improve the lives of musicians and audio creatives. With a passionate and dedicated team of experts in audio research, software, business and product development, the company crafts and delivers products with the potential to redefine and revolutionize the way sound and musical performances are recorded.

Our key product ZYLIA Portable Recording Studio is a one-mic recording system that allows to record a whole 360 audio scene and separate sound sources into independent soundtracks (guitar, violin, vocals, etc.). Our product is an easy-to-use device that is used by musicians, bands, recording studios and sound engineers all around the world. More information about the product can be found at <http://www.zylia.co>

We are looking for:

Office Manager

Location: Poznań

We are looking for a person who will help us to manage our main office in Poznań. If you are an independent person with experience in administrative work and want to change the world of audio technology, join our team.

Work at Zylia means:

- Participating in creation of cutting edge audio recording technology (the ZYLIA ZM-1 microphone array).
- Making an impact on our existing processes and creating new ones – we're always open to brilliant ideas.
- Working with a diverse group of people from various fields of expertise (software engineers, electronics engineers, audio and sound engineers, musicians, artists).
- Working in a very open and challenging environment.

Her/his role will be:

- Daily office management tasks: phone calls, mail, office repairs, office purchases, visitors, meetings organisation.
- Organisation of company events and retreats.
- Maintenance of office inventory and equipment list.
- Making purchases and travel arrangements.
- Shipping of parcels.
- Assistance in HR tasks.

A perfect candidate:

- A minimum of 4 years of work experience at a similar position.
- Experience in office management and administrative tasks.
- Independence and effectiveness in tasks realisation, good work organisation skills.
- High level of commitment.
- High interpersonal and communication skills, positive attitude.
- Proficiency in using office tools: email tools, MS Office, administrative tools.
- Very good knowledge of Polish and English in speech and writing.

Additional advantages:

- Interest in music, playing in a music band.
- Work in an international organisation.

If you are enthusiastic to shape the future of audio, together with us, feel free to contact us. Please, send your CV and cover letter (with a title – Office Manager) to jobs@zylia.pl

Please, attach in your application: "I hereby declare that all the facts and information provided for this cover letter and CV are true. I allow my personal data stated in the above-mentioned applications to be processed for the purpose of recruitment, in accordance with the Personal Data Protection Act dated 29/08/1997 (Dz.Ust.No.133, item 883)".