

Workplace Experience Specialist

Description

About the role Are you passionate about keeping the office inviting while also creating unparalleled experiences for hybrid/remote employees? Are you curious about seeking new solutions or ideas for the workplace and building strong relationships along the way? Are you excited about people's experience and office culture and never settling for the status quo? If that sounds like you, join us at Dashlane and take the lead in a mission to continue to raise the bar on people's experience from our Lisbon offices. As a Workplace Experience Specialist you will be a key member of our global Workplace Experience Team and lead workplace experience for our Portugal-based employees. You will be working closely with multiple teams, locally and globally, and be the point person for anything Lisbon office-related. You will contribute to nurturing our culture of inclusiveness and be at the center of the Portugal-based employees' experience. Location: You will be based in our Lisbon office of Chiado, in the office 5 days per week. We offer relocation support. At Dashlane you will: Get to know all our Portugal-based Dashlaners and cultivate an experience that makes them excited to come to work each day, while being fiscally responsible Support the local and global leadership team in the endeavor to find appropriate real-estate options for office growth Be the point person for anything Portugal workplace experience-related Be in charge of the workplace experience budget by ensuring accurate and timely updates, continuously evaluating spending, and monitoring trends Manage all office supply inventory and restocking, for both offices (Penha and Chiado) Liaise with building maintenance and cleaning services, evaluate performance quality, and arrange repairs and projects as necessary Welcome office visitors and handle incoming and outgoing mail and deliveries Manage contract and price negotiations with office vendors and service providers Ensure smooth new hire onboarding, inclusive of managing the initial desk, equipment, and access card setup as well as running the first day Lisbon offices onboarding session Document and keep up to date on any workplace experience-related processes or projects Work closely with managers to ensure that all anniversary gifts are delivered on time Collaborate with our IT department on all office equipment and security-related items Partner with our global workplace experience teams and culture committees to organize events and activities Plan and carry out office+virtual experience events such as happy hours, lunches, and various celebrations Requirements: 1+ years of office-related work experience, preferably in a tech startup Strong spoken and writing skills in English, Full conversational fluency in Portuguese We're Also Looking For: Strong customer (employee) facing skills Attention to detail, strong problem-solving, collaboration, and organizational skills Can-do and no-task-is-too-small attitude A passion for taking the initiative and follow through to get things done Excellent verbal, written, and interpersonal communication skills Outstanding time management skills, ability to multi-task and prioritize work Experience organizing onsite or offsite events Proficiency in Microsoft Word, Gmail, and Excel Please mention the word ****WARMHEARTED**** and tag RMzUuOTUuNS4xOQ== when applying to show you read the job post completely (#RMzUuOTUuNS4xOQ==). This is a beta feature to avoid spam applicants. Companies can search these words to find applicants that read this and see they're human.

Contacts

Job listing via [RemoteOK.com](https://www.RemoteOK.com)

Hiring organization

Dashlane

Job Location

Lisbon, Lisbon, Portugal

Date posted

April 26, 2024

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