

The Raxio Group (“Raxio”) is Africa’s premier platform of carrier neutral, colocation, Tier III data centres, providing industry-standard, enterprise-grade facilities and services that serve as the foundation of Africa’s digital economies. Following its first facility in Uganda, Raxio now has presence in Ethiopia and the Democratic Republic of Congo, and it will continue developing additional facilities to establish a network of interconnected data centres across the African continent by 2023. Raxio was established in 2018 and benefits from the strong support of its investors, the Roha Group and Meridiam.

As we ramp up our operations, we are hiring staff members to support our accelerated growth plan and we are currently looking to hire an **Office Manager** for our Ethiopia office. The selected candidate will have responsibilities in office management, marketing, and communication areas and is expected to have a proactive attitude in supporting our team.

Reporting to: General Manager

Location: Addis Ababa, Ethiopia

Detailed Description:

- Oversee the overall efficient functioning of Raxio office in Addis Ababa
- Coordinate efforts and company policies with Raxio Group offices in Uganda, Nairobi, and Dubai
- Supervise local support staff (e.g. drivers, cleaning staff, etc)
- Support Raxio group finance function in Dubai, by facilitating the filings of local tax and other statutory reports
- Manage office budgets, scheduled expenditures / dues and coordinate payments and receipts with local banks
- Engage and coordinate with government agencies (e.g MoR, MoTI, INVEA, etc) to ensure the Company and its Managers are always compliant
- Coordinate HR activities in Addis Ababa, maintaining records and reporting those to the group HR function
- Support Raxio managers with meetings, logistics, and travel and provide assistance to General Manager and local staff INVEA,
- Maintain office equipment, furniture, and other fixed assets / inventory
- Purchase office supplies and equipment and maintain proper stock levels
- Help in designing and reviewing a variety of promotional and marketing materials
- Facilitate and conduct marketing activities on reaching potential clients in coordination with the local and international Raxio team

- Participate in content creation and review of media announcements and media kits for different platforms including social media
- Monitor company image frequently and ensure it is in compliance with company brand
- Check and manage content produced for website and social media channels
- Produce content for various speeches, events, hearings

Requirements:

- BSc/BA in Management, Marketing, PR, Communications, or similar relevant field
- At least 3 years’ experience in administrative management, marketing, or public relation, preferably in an international company environment
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem-solving skills
- Fluency and excellent written and verbal communication skills in both English and Amharic
- Strong organizational and planning skills
- Fully proficient in MS Office
- Knowledge of local clerical practices, procedures and experience engaging and working with local agencies in Ethiopia
- Knowledge of HR, PR, marketing, business, and management principles
- Ability to work independently and in a team

How to Apply: Please send your application with a detailed CV and cover letter to: jobs@raxiogroup.com

The Raxio Group and its affiliate companies are equal opportunity employers and prohibit discrimination and harassment of any kind. The Raxio Group is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at Raxio are based on business needs, job requirements and individual qualifications, without regard to gender, race, color, religion or belief, family, parental status, etc.