

Job title: Office Manager Nordic Office (32-40 hours per week)
Employer: Main Capital Nordics
Location: Västra Järnvägsgatan 3, 111 64 Stockholm, Sweden

Company overview:

Main Capital is a strategic investor with an exclusive focus on the software sector in the Nordics, Benelux and DACH regions. Main Capital has a long-term investment horizon centered around successful partnerships with management teams, with the goal to, jointly, build larger software groups. Within the software sector, Main is the most specialized company in management buyouts and later-stage growth capital. Main Capital has approximately SEK 4.5 bn in assets under management for investments in mature and growing software companies. The investments are managed by an experienced team of investment professionals, located across our offices. Main is established in 2003 and currently hold 23 portfolio companies.

As a strategic partner Main Capital supports building large and healthy software groups. We know what is needed for value creation, operational excellence and sustainable growth. Our cross-border industry network encompasses over 4.000 software companies in our focus geographies, with whom we are in close contact and share our knowledge and experience. We leverage our network of industry leaders in the software business, that assist with operational skills and strategic advice. We know the opportunities and challenges in the industry from first hand and organize several annual industry events (Main Insight, Main Software 50, Main CTO day, Main CEO working session) to mobilize our network and facilitate peer-to-peer knowledge exchange and best practice sharing among companies.

Job description:

You will support our Stockholm based investment team with all day-to-days tasks and will be responsible for several larger projects like:

- Support our professional and fast growing Nordics investment team from our Stockholm office
- Handling incoming mail and telephone and welcoming guests, including filling in the hostess function, incl. Taking care of coffee, drinks and (arranging for) lunches
- Complex agenda management and logistical planning: bookings flights and hotels etc.
- Responsible for distribution and producing formal documents like meeting agenda and minutes, press releases and presentations
- Take minutes during weekly deal flow and investment meetings
- Support in website maintenance, social media postings and other marketing activities
- Welcoming visitors
- Arrange various facility tasks like: ordering office supplies, groceries, office maintenance, contact with cleaning service, installations, setting up new workplaces, etc.
- Translating texts between Swedish and English like press releases and website updates
- Co-organizing events like the Main Insight Event Nordics
- Working in close contact with PA of the CEO, Office Manager from the Hague and the Office Manager from Düsseldorf
- Contact point for personnel with all sorts of questions and requests

Qualities we look for:

Main Capital is looking for a representative Office Manager who:

- 2 to 3 years of work experience in a similar role, preferably with an investment company, corporate finance party, law firm, asset manager or investment bank
- Works very accurate, has attention to detail and keeps his/her head cool under pressure
- High level of team spirit and excellent social skills
- Is a flexible team player and likes to facilitate others
- A proactive mentality and a positive, open attitude. Like to support others.
- Stress resistant and problem solving ability
- Has an excellent command of both Swedish and English. Dutch, German and or other Nordics languages are an advantage.
- Experienced with Office 365 programs is a must. MailChimp, Wordpress, LinkedIn etc. is an advantage

What we offer you:

- Competitive salary
- Working in a professional fast pace environment in a growing, ambitious, young and international team
- A position at the heart of the organization where you can co-create your own role

Application process:

Are you the Office Manager we are looking for? Please send your resume and motivation letter to:

Contact person:	Wessel Ploegmakers
Address:	Västra Järnvägsgatan 3, 111 64, Stockholm, Sweden
Phone:	+31 6 25180313
E-mail:	wessel@maincapital.se
Website:	www.maincapital.se