



**DIALED IN.
PRECISION FIT.**

WORK WITH US.

Pursue your passion for adventure and innovation at BOA.

HR & Office Manager EMEA

m/f/d

BOA Technology, the creator of the award-winning, patented BOA Fit System, is reinventing how shoes, medical braces, and equipment performs. As BOA looks ahead to the future, there is contagious excitement radiating across our offices in the United States, Europe and Asia. We are a collaborative, growing company where details matter and customer satisfaction with our product is paramount.

OVERVIEW OF THE ROLE

The HR & Office Manager plays a critical role in creating an environment and workplace that attracts, retains and rewards our talented and diverse team of people.

A key member of the EMEA leadership team, you will be the main contact person for all EMEA managers and leaders in relation to People & Culture / HR topics and initiatives and will also be a strong partner to the Global People & Culture team – helping to bring global plans to life within the region

The role is based in our EMEA office in Mondsee, Austria.

Reporting to the VP / GM for EMEA, with a dotted reporting line into the VP – People & Culture you will lead HR locally as well as overseeing our external payroll accountant and Office Coordinator. This includes overseeing office activities and procedures to ensure organizational and operational efficiency and effectiveness for the office. The office coordinator is responsible for IT support, fleet management and facility.

➤ [See full job description by clicking on APPLY NOW](#)

WE OFFER

- Challenging tasks in a successful and innovative company based in the beautiful lake area of Salzkammergut.
- A welcoming working environment in a committed and international team of employees.
- Learning and development opportunities
- Flexible Working Hours
- Amazing company activities and events
- Competitive compensation package

For legal reasons, we are obliged to point out the minimum salary for this position according to the collective agreement, which is 2367.- EUR gross per month. However, our attractive salary packages are based on current market salaries and are therefore significantly above the stated minimum salary, depending on your experience and skills.