

# LOOKLIVE

## **Looklive is looking for an Office Manager**

*Looklive contextualizes popular media with shoppable content*

Looklive combines online shopping and entertainment media - a place where you can see all your favourite shows, find out what everyone's wearing - and then shop for the same great products. Looklive.com allows you to identify almost every piece of clothing, pair of shoes, 'must have' accessory, 'hard to find' jewellery and even secret locations for holiday destinations. If you've seen it in a popular show or celebrity you'll find it on Looklive, in no time.

We are looking for an office manager, who:

- Takes care of our office and makes it an even nicer place to work
- Acts as an assistant to the LookLive management team
- Handles various administrative tasks (book invoices, arrange travel, edit and print hr contracts, etc..)
- Is proficient in English (speaking and writing)

You have:

- A professional attitude to work
- A fun personality
- High quality standards

We offer:

- A great team
- Monthly bbq's
- A competitive salary

### **Contact**

[jobs@looklive.com](mailto:jobs@looklive.com)

### **Address**

859 Spring St NW, Atlanta, GA 30308

### **Site and more info**

<http://looklive.com>

### **iPhone iOS app**

<http://apple.co/1hjoIwd>

### **Social**

[Facebook](#), [Instagram](#), [Twitter](#)