



## **OFFICE MANAGER (24-32 hours)**

### **Eindhoven, The Netherlands**

Xeltis BV in Eindhoven is looking for a professional Office Manager, willing to work in a dynamic research environment towards the clinical realization of Xeltis' revolutionary products.

### **Who are we looking for?**

**Education:** Completed MBO-4 training

### **Experience**

- At least 2-5 years of demonstrable recent and relevant work experience
- Customer-friendly and service-oriented attitude
- Strong communication skills and good command of the Dutch and English language both orally and in writing
- Strong organizational qualities (planning, execution)
- Thorough basic knowledge of Google, MS Office (Excel, Word, PowerPoint) Exact Synergy is a pre.

We are looking for a professional Office Manager who ensures a well-organized work environment and is also responsible for performing HR-related duties.

### **Activities include:**

-Telephone, e-mail handling, scheduling appointments, keeping track of functional inboxes (recruitment & info), booking trips, first contact for facility suppliers (IT, cleaning, printing, telecom, external archive), organizing small events/meetings, preparing purchase orders, checking incoming invoices, preparing shipments, post vacancies, order office supplies, and other errands (flowers, business cards, IT equipment, etc).

-On-boarding of new employees, manage personnel files, support expats/interns (30% ruling, permits, housing, translations, etc), hour registration (holidays, sick/better, subsidies), ESOP management (preparing letters, documentation), preparation of monthly payroll.

-Manage badge system.

### **About Xeltis**

Xeltis is a clinical-stage medical device company pioneering a restorative approach in heart valve therapy. Xeltis' technology enables natural heart valve restoration.

Xeltis is currently investigating additional applications of its innovative approach to restore other heart valves and blood vessels.

At Xeltis, we recognize that people make a difference. We are a young, dynamic, international team of 30+ professionals dedicated to improving patients' lives through innovation.

### **Our Company values:**

#### **We at Xeltis:**

- Innovate to improve patients' lives
- Listen and challenge with respect
- Grow through personal development
- Act like owners for a common goal
- Work with JOY!

For more information and to submit your CV and motivational letter, please contact

- Xeltis HR: [recruitment@xeltis.com](mailto:recruitment@xeltis.com)