

Office Manager

Xeltis BV is looking for a skilled and driven Office Manager to work in its enthusiastic team, sustaining the clinical realization of Xeltis' revolutionary restorative medical devices.

Xeltis is a clinical-stage medical device company pioneering a restorative approach in cardiovascular therapy. At Xeltis, we recognize that people make a difference. We sustain personal development within a cooperative working environment. We value people who enthusiastically contribute to our common goal by taking initiative with innovative ideas. We are a young, dynamic, international team of 30 professionals dedicated to improving patients' lives through innovation.

It is a temporary 6-month, part-time position for 16-24 hours in Eindhoven, NL. For more information and to submit your CV and motivational letter, please contact: recruitment@xeltis.com

Who are we looking for?

We are looking for an Office Manager who is skilled in the art of organizing and coordinating to support our team in Eindhoven. The Office Manager will be reporting to the Finance Director.

Education: Bachelor degree

Experience: Minimum of five-year experience as an Office Manager

Skills:

- Knowledge of office administration
- Efficient, accurate and independent work approach
- Fluent English a requirement (working language)
- Ability to multitask, use of personal judgment and strong decision-making skills
- Excellent communications skills including oral, written, and interpersonal
- Excellent familiarity with Google apps
- Completion of responsibilities/tasks with sense of urgency and commitment
- Dedicated, responsive and willing to go the extra mile
- A self-starter, actively looking for ways to improve activities and grow professionally

Activities include:

- Anticipating office needs by keeping the office efficient, organized and well stocked
- Acting as key liaison with office vendors
- Driving the recruitment process as first responder and as interview process manager
- Preparing onboarding procedures for new employees and driving welcome process
- Overseeing planning, organization and execution of corporate events
- Supporting the management team by coordinating and planning international meetings/calls
- Prioritizing and managing multiple projects simultaneously and timely
- Assisting with preparation of presentation materials
- Supporting all departments as needed

