

Office Manager (m/w)

OncoBeta is a manufacturer and service provider of innovative medical solutions targeting at the improvement of the quality of life. Our current field of action is brachytherapy, i.e. the treatment of lesions (tumors, scars, etc.) with radioactivity.

In concrete, OncoBeta currently offers solutions for personalized treatment of non-melanoma skin cancers and keloids. OncoBeta leads the patient from the detection of his/her illness to its cure and integrates all steps of the chain of values (R&D, clinical evaluation, certification, production, logistics, maintenance, marketing, sales, service, etc). As a result, OncoBeta is a stepping stone for career development of motivated individuals of any field of expertise. Joining OncoBeta you will start in a young, dynamic, interdisciplinary and international team maintaining a good working atmosphere and environment directly in Munich, one the best ranged cities to live in Europe.

For the beginning of December 2015, we are searching for an Office Manager (m/f).

Main Assignments:

- Coordination of treatments with OncoBeta Patient Treating Centers
- Order transactions with main suppliers
- Customs handling, coordination of deliveries and collections
- Legalization of documents
- Minutes and protocols of team meetings
- Coordination of travels for all team members
- Organization of congresses, seminars, patient events, trainings, etc.
- HR linked tasks
- Office management (office infrastructure, catering for visitors, contracts with insurance companies, internet/phone providers, etc)

Required Qualifications:

- Open personality, eloquence, high motivation and willingness to learn
- Independence and experience in researches in internet or over phone with authorities and businesses
- Fast writing and perfect spelling and grammar in required languages
- Fluent English and German (writing and speech)
- Power user level in Microsoft Word, PowerPoint and Excel (or equivalents)

Preferred Additional Qualifications:

- Experience in customs handling and delivery of radioactive materials
- Experience with legalization of documents worldwide
- Experience in organization of events
- Experience in travel planning
- Italian or any Latin language
- Any major European language (French, Spanish, Russian, ...)

If this challenging assignment is of your interest we would be happy to arrange a meeting with you. Please send your complete application (letter of motivation, CV and recommendations if available) as PDF by email to Dr. Thomas Wendler at career@oncobeta.com.