

**CREATING VALUE BY HELPING PEOPLE**

## Front Office Manager

### Location

Onsite in Winsen (Luhe), Germany (40 hours per week)

We are searching for a Front Office Manager who will organize and coordinate office administration and procedures in order to ensure organizational effectiveness, efficiency, and safety. You will be the central figure in the smooth day to day operation of the office environment, using your expert interpersonal skills to help solve problems and manage the many moving parts of a growing company.

The successful office manager is an energetic professional who wears multiple hats and is well organized, flexible, and enjoys the administrative challenges of supporting an office with diverse needs. This role is also responsible for the front office reception desk and creating a great first impression and experience for our visitors and employees as they enter our premises.

This role will also be responsible for administrative support primarily for our Leadership Team and our salesforce, which will include translations, scheduling and organisation of travel and events.

### What is the Day Job

- Manage all front office duties professionally and with proper enthusiasm and only provides solutions
- Appointment and calendar management, providing administrative and project support to local teams as necessary
- Assist the Executive Team in travel scheduling and facilitate the management of their diary
- Storage, document management and support to finance and customer service department
- Assistance in the coordination as well as preparation and support of meetings
- Planning and organization of internal and external events including trade shows and congresses
- Additional support for the marketing and sales team

### What You Need

- 3+ Years' experience in Front Office/Customer Service/Executive Assistant or similar role
- Experience working in a professional business office
- Excellent computer skills especially in MS Office
- Fluent in German and English- Chinese would be very advantageous
- Exceptional organisational skills

### What We Would Like

- Ability to juggle multiple tasks with efficiency and accuracy
- Adapts early to new technology
- Excellent interpersonal skills with the confidence and assertiveness to adjust to a fast paced and changing environment
- Flexible and empathetic individual who can creatively solve problems and bring people together, committing to the company's future
- Self-starter who is ambitious to grow both personally and professionally and willing to be challenged continually with a learning mindset

**Please do not be shy- If you think you have the relevant experience, skills and knowledge we would love to hear from you. Q3 Medical is an equal opportunity employer.**

**For more enquiries, please contact:**

**QualiMed Innovative Medizinprodukte GmbH** Boschstraße 16, 21423 Winsen, Germany +49 4171 6578 0  
www.qualimed.de

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## Life at Q3 Medical

Whilst our company was founded 25 years ago, it is still in its infancy. We have challenged ourselves to become a global leader in creating and producing medical technology that truly is “**CREATING VALUE BY HELPING PEOPLE**”.

We have created an incredible sustainable culture to guide us into the future where we continue to value innovation and growth including the personal and professional our people as well. We are dedicated and loyal to our mission and each other to insure we act and feel part of the Q3 Family. Our leaders are inspiring and always look to lead individuals, teams and the company with empathy which is the foundation for our success. We encourage our employees to be their best and embrace their diversity and everything they have to offer to develop them to help us be life changing as well.

Our team is a diverse set of incredible people who bring their individual experiences, backgrounds and ideas to life every day. We believe the only way to fulfil our mission is to attract forward focused and talented people to be a part of our collective journey. We are constantly looking for well-rounded doers around the world to join our diverse team represented by almost 30 different countries who not only share what we have created in our foundation but also have the capability to develop it future through innovation, loyalty and empathy.

The more people we help whether that be patients, doctors, customers or employees the more value we create. This is our commitment to our vision of “**CREATING VALUE BY HELPING PEOPLE**”.

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