

Karl Kolb GmbH & Co. KG has been a major supplier of laboratory and scientific equipment of all kinds for more than 70 years. Our clients range from medical and scientific institutes to research and educational establishments as well as industrial enterprises in the Middle East and Africa. All products meet the highest German and European quality standards.

In this high-level environment the position of an experienced Office Manager is of particular importance. Due to our favourable business situation we are now looking for you to enhance our team at our headquarters in Dreieich as soon as possible.

Office Manager (m/f)

In cooperation with the management you are responsible for independent office management and all administrative tasks. To support the management you organize meetings and appointments and prepare the appropriate work documents and presentations reliably. You enjoy organizing and coordinating meetings and business trips and you know how important an exact preparation is. Customer and employees appreciate your highly professional and friendly communication in German as well as in English.

Experience in the field of documentation and property management is part of your profile. With appropriate knowledge and interest you would be given an opportunity to work in various projects. We are happy to invest in your personal and professional education and development.

If you have a commercial background and experience as a team assistant and office manager and feel safe working with MS Office, we would be happy to receive your application. We offer you a modern and safe work environment as well as diversified tasks in a professional team. We represent open communication, flat hierarchies and independent and proactive work.

Does this opportunity interest you?

If so, we are looking forward to receiving your detailed application (application letter, CV, certificates). Please also send possible start date, salary expectations and reference number 1792 to career@karlkolb.com. For further info regarding our company please visit our homepage <http://www.karlkolb.com>.