

Job Opening

Title: Office Manager

Reports to: CEO

About CardiacBooster:

CardiacBooster is a young medical device company developing a new and innovative device to support the heart. Heart support devices are used by interventional cardiologists to stabilize patients in times of acute heart failure. We are an enthusiastic team with diverse backgrounds and expertise, and are located on the NovioTech Campus in Nijmegen, Netherlands. CardiacBooster is an equal opportunity employer.

Job Description:

The Office Manager will support the company's CEO, management, and team. Key responsibilities of this position include administrative support, calendar and scheduling support, meeting preparation and follow-up, travel and meeting arrangements, office support (maintenance of supplies, arranging of shipments, etc), as well as support with payments, HR administration and on-going business needs.

The successful candidate will be self-motivated, proactive, attentive to details and well organized. He/she will have the resourcefulness and enthusiasm to thrive in a start-up environment, and the ability to work with minimal supervision. Ideally, he/she will have experience in supporting teams in an organization related to healthcare. The position offers the opportunity to grow in responsibility, regardless of the current level of experience. The position can be on a full-time or part-time basis.

Essential Job Responsibilities:

- Support of management and board meetings (preparation, meeting minutes and follow-up)
- Office and administrative support (maintenance of supplies, arranging of shipments, etc)
- Calendar and internal company event support
- Support with payment processes and HR administration
- On- and off-boarding of team members
- Travel arrangements

Required Qualifications & Characteristics:

- Good written and verbal communication skills in English and in Dutch
- Computer literacy and knowledge of standard office software (Outlook, PowerPoint, Word, Excel)
- Experience in supporting high caliber teams
- Ability to work and remain friendly in a fast paced environment

Preferred Qualifications & Characteristics:

- Familiarity with healthcare environment

Our Offer:

- A fast-paced, dynamic work environment
- Competitive salary
- Growth and development
- Team spirit

Applications:

- Please submit your application, including resume, to hr@cardiacbooster.com