

Office Manager (f/m/d)

We at dm-Gesundheitservices s.r.o. and dm-Pharmahandel s.r.o. are looking for committed and motivated colleagues who would like to work with us to promote awareness of health and well-being.

Shape the Office & Facility Management together with our team and help to shape the future of healthcare. Through efficient coordination in facility management, you are the organizational heart of our office and ensure smooth operations in day-to-day business.

YOUR TASKS

- You are responsible for the professional cooperation with external service providers for cleaning, maintenance, and repair work.
- You take care of ordering office supplies and ensure that our premises are always welcoming and tidy.
- You manage invoice processing as well as company fleet and travel management.
- You actively support the operations manager with organizational and administrative tasks.
- You diligently maintain our databases, prepare minutes, and handle incoming and outgoing mail.
- You plan and organize our internal events and meetings, ensure that everything necessary is prepared, and create a summary of the key information afterwards.
- As the first point of contact, you welcome our visitors and customers with a smile.

YOUR QUALIFICATIONS AND SKILLS

- **Education:** You have completed a commercial apprenticeship or hold a comparable qualification, ideally specialising in office administration or industrial clerk duties.
- **Experience:** You have at least two years of experience in a similar role.
- **Languages:** Your fluent Czech and good knowledge of German or English enable professional communication with colleagues on an equal footing.
- **Skills:** You are confident in using MS Office, especially Excel.
- **Hands-on mentality:** You actively take initiative and implement things independently and in a structured manner thanks to your organizational talent.
- **Soft skills:** High commitment, service orientation, and flexibility characterize you, as well as trustworthiness and discretion when handling sensitive information.
- **Team player:** You are a team-oriented and communicative person who enjoys collaborating with others.

BENEFITS

- **Working conditions:** A 40-hour week, 25 vacation days, and 5 sick days per year ensure a good work-life balance.
- **Start-up character:** In our newly founded companies, you will have the opportunity to help shape many processes from the very beginning. Flat hierarchies and working in a small, dynamic team will characterize your everyday work.
- **Opportunities for further development:** Benefit from internal and external learning opportunities, learn from experienced colleagues, and expand your skills through collaborative work.
- **Mobility:** We support your travel expenses with our travel allowance — making commuting easier for you.
- **Meals:** We support your lunch breaks with a monthly meal allowance.

We are looking forward to receiving your application at the following email address:

recruiting@dm-gesundheitservices.cz.

Please send us your application documents in German or English.

Information about the processing of your application data can be found in the Privacy Policy - Careers at dm-jobs.

Your contacts for questions:

Isabelle Hohenfeld and Laura Strobel
recruiting@dm-gesundheitservices.cz