

### **Office Manager (f/m/d)**

We at dm-Gesundheitsservices 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.

Become part of the team as an Office Manager and help shape the future of healthcare. You will be the organisational heart of our office, ensuring smooth day-to-day operations.

### **YOUR TASKS**

- You will coordinate invoice processing, appointment scheduling, as well as company fleet and travel management.
- As the first point of contact, you will greet our visitors and customers with a smile and handle incoming and outgoing mail.
- You will plan and organise our internal events and meetings, ensure all necessary arrangements are made, and summarise key information afterwards.
- You will manage office supplies orders and ensure our premises are always welcoming and tidy.
- You will diligently maintain our databases, prepare minutes, and assist with coordinating maintenance work.
- You will actively support the Operations Director with organisational and administrative tasks.

### **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 proficient in MS Office, especially Excel, and possess a structured working style and organisational talent.
- **Working Style:** You are highly committed, service-oriented, flexible, trustworthy, and discreet when handling sensitive information.
- **Team Player:** You are a communicative, team-oriented personality 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-gesundheitsservices.cz](mailto:recruiting@dm-gesundheitsservices.cz).

Please send us your application documents in German or English.

By sending your application by email, you consent to the processing of your personal data in accordance with our privacy policy.

### **Your contacts for questions:**

Isabelle Hohenfeld and Laura Strobel  
[recruiting@dm-gesundheitsservices.cz](mailto:recruiting@dm-gesundheitsservices.cz)