

Administration staff

Our company:

Sorption Technologies GmbH has developed a new type of adsorption chiller for waste heat recovery in industrial applications. Currently, we are building up a workshop and offices for production and sales of our new products. We are searching for a highly motivated colleague to join our team in Mönchengladbach and contribute to the build-up and growth of our company. In this role, you will be expected to assist in a variety of tasks and duties, supporting managers and employees, assisting in daily office needs, and managing general administrative activities.

Responsibilities:

- Administrative Support: Provide general administrative and clerical support including mailing, scanning, faxing, and copying to management.
- Data Entry: Maintain and update databases, records, and files.
- Correspondence: Prepare and modify documents, including correspondence, reports, drafts, memos, and emails.
- Schedule Management: Organize and schedule appointments, meetings, and events.
- Communication: Manage incoming calls and emails, responding to inquiries or redirecting as necessary.
- Office Supplies: Monitor and maintain office supplies inventory, anticipating needed supplies, placing and expediting orders, and verifying receipt of supplies.
- Office Environment: Ensure a tidy and functional office environment by coordinating maintenance, repairs, and office equipment.
- Documentation and Filing: File and retrieve documents and reference materials.
- Assistance to teams: Assist in the preparation of regularly scheduled reports, prepare agendas for meetings, and take minutes during meetings.
- Reception: Greet and assist visitors when they arrive at the office.

Requirements/ Qualifications:

- Proven experience as an administrative assistant, receptionist, or office admin assistant.
- Good German and being able to communicate in written and oral English.
- Proficiency in MS Office (MS Excel and MS Word, in particular).
- Attention to detail and problem-solving skills.
- Excellent written and verbal communication skills.
- Strong organizational skills with the ability to multitask.
- A degree or certification in Office Administration or related field is a plus.
- Familiarity with office management procedures and basic accounting principles.
- Full time, on site at Mönchengladbach (Germany)