



Adexilis Group - Office Manager / Executive Assistant

Adexilis Group, an international company group in the life science field is looking for a motivated new colleague for the role Office Manager / Executive Assistant.

The role contains 2 main areas of responsibility:

- Office Manager to the ADEXILIS Group currently located in Budapest, Rákóczi út 70, 1074 Hungary
- Executive Assistant to General Manager Adexilis Service

Office Manager:

You will be required to provide support for the day to day operations of the business and to the whole team. This is a varied role where you will have the opportunity to assist with office management, administration, invoice management, booking travel, creating and maintaining a pleasant work environment and ensuring high levels of organizational effectiveness and communication.

Responsibilities:

- Organizing and coordinating administration duties and office procedures
- Working closely with the business owners, you will deliver the highest levels of organization and co-ordination
- Ensure high quality communication and liaison, internally and externally
- Compile reports and information for the management team
- Manage e-mails and handle telephone enquiries
- Invoice management together with the accountants
- Key holding responsibilities (you must be trustworthy and reliable).
- Ad-hoc duties including everything and anything to help the company
- Manage all office supplies
- Ensure that all items are invoiced and paid on time

Skills & Experience:

- Candidates must display an enthused and committed work ethic
- Excellent time management skills
- Fluency in English
- Adaptability and flexibility are a must
- Proficiency in MS Office
- Ability to prioritize workload under pressure
- Excellent English written and verbal communication skills, additional language is an advantage
- Strong organizational and planning skills in a fast-paced environment

ADEXILIS Group
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- (Bachelor's Degree in Business or related field preferred)
- 1-3 years' work experience preferably in administrative field
- Previous experience as an Office manager, Front office manager or Administrative assistant would be an advantage

Others:

- Fixed working hours a day, flexible on full vs. part time
- Great location in the city center
- Friendly and modern working environment
- Motivated, professional and international team
- Long-term working cooperation

Executive Assistant to Robert Karl:

- Travel Arrangement
- TC/Meeting coordination
- Private Asset Management Budapest

Please apply by sending your English language CV to info@adexilis.com !