

Project and Back Office Assistant

Job Description

ABOUT ONEVISION HEALTHCARE

Founded in 2020, we offer a very large and deep network in the German and European Healthcare Market. We assist healthcare technology startups and established companies planning on entering the German speaking (DACH) and greater European market through our expansive network, expertise and know-how. Providing expertise to European Healthcare Tech companies is key driving factor for us to facilitate international partnering opportunities, successfully manage large international projects and assist with market entry and sustainability in international markets while creating synergies for technical and clinical support for Healthcare Tech organizations the DACH region.

ABOUT THE POSITION

We are looking for a motivated, energetic and knowledgeable Project and Back Office Assistant to enhance our team.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Planning, assigning, and controlling of tasks for project teams
- Financial controlling, invoicing and simple accounting tasks; reconciliation with company accounting agency and tax advisory
- Tracking risks, milestones and tasks within projects
- Assisting management and project teams with travel planning, booking and expenses
- Preparation and follow-up of events, workshops and meetings
- Taking over general organizational tasks such as keeping an inventory of office supplies and ordering new materials, checking e-mails and payment of invoices

POSITION REQUIREMENTS

- Excellent written and verbal communication skills in German, business level English
- High level of human relations and interpersonal skills to work in a complex environment under minimal direction
- Proven experience as a back-office assistant, office assistant, virtual assistant or in another relevant administrative role
- Knowledge of "back-office" computer systems (ERP software)
- Excellent organizational and time management skills
- Analytical abilities and aptitude in problem-solving

POSITION SUMMARY

Job Type: Permanent/Part Time

Location: Heidelberg, Germany / Remote

Start Date: Upon locating the right candidate

Salary: Competitive, negotiable

OneVision Healthcare is an is an equal opportunity employer (EOE)