



About Perfuze

Perfuzé is developing innovative medical technology to treat stroke. This is an exciting opportunity for an office professional to support the smooth running of the office and operations in Galway. The position offers flexible working, with part time hours as part of our dynamic team.

Role

Office Manager

Requirements

To fulfil this role, you must display an ability to manage multiple projects simultaneously and be confident in your ability to communicate effectively and efficiently both internally and externally. You're able to judge situations and correspondence by being conscious and knowledgeable of the sensitive and confidential nature of the work involved. You must work calmly and professionally under pressure and present a positive can-do attitude throughout whilst providing solutions and efficiencies in excellent administration, organisation and communication. You will have good relationship-building skills and strong IT knowledge, be proficient in Microsoft Office and a quick learner of other applications used by the company.

Responsibilities

- General office administration, including management of external correspondence through website & various email accounts.
- Event management – logistics around internal Perfuzé team meetings onsite & offsite
- Human resources & recruitment assistance including inductions, leavers, annual leave
- Maintain and revise internal policies and procedures including the staff handbook
- Manage 3rd party services including telephone and mobile communications systems
- File and communicate invoices, contracts and documents
- Prepare basic financial reports and templates for managing expenses
- Responsibility for company credit card(s) expenses
- Content Management of the company website

If you have the right attributes for this position, please submit your CV and a letter outlining why you're the right person for the job by email to info@perfuze.com for the attention of Wayne Allen.