

Join us in shaping the medical technology of tomorrow.

acandis®
ENGINEERING STROKE SOLUTIONS

We are looking for a

Office Manager (m/f/d)

Sydney, Australia

We are looking for a highly organised and proactive Office Manager to take charge of day-to-day operational activities and provide essential support in the areas of administration, logistics and regulatory affairs. This is a dynamic and varied role, ideal for someone who wishes to develop their career in the medical devices sector and who values roles characterised by autonomy and operational responsibility.

Your responsibilities:

- Oversee the day-to-day operations of the office and work closely with the team for customer services, training and logistics.
- Manage incoming and outgoing goods from Germany, including shipping documentation and customs formalities.
- Manage stock, inventory, consignment goods and expiring products in Australia and New Zealand, as well as invoicing and the recovery of overdue debts.
- Provide administrative support and assistance with tenders for the national health service, regulatory affairs activities and the maintenance of the Quality Management System (QMS), in collaboration with the Country Leader.
- Organise corporate events, conferences, workshops and training sessions, as well as travel and accommodation bookings for clients and staff.
- Coordinate urgent deliveries of critical medical devices to hospitals, even at short notice, and participate in training courses on products, regulatory matters and operational processes, as well as onboarding and training activities at the head office in Germany.

Our requirements:

- Highly organised, reliable and capable of managing multiple responsibilities simultaneously.
- Strong communication skills, with the ability to interact professionally with clients, colleagues and external partners.
- Experience in office management, administration/accounting, logistics or stock management.
- Experience in regulated sectors is considered an advantage.
- Ability to work effectively in a dynamic, international and rapidly growing business environment.
- Willingness to travel occasionally at short notice to hospitals to deliver urgently required products.

What we offer:

- Attractive remuneration package
- Flat hierarchies, short decision-making processes and plenty of scope for initiative.

CLICK HERE TO APPLY!

About us:

At Acandis, we develop and manufacture medical technology that makes strokes treatable, thereby improving the lives of thousands of patients. Our 'Made in Germany' innovations are in use in over 60 countries – and every single product has the potential to save lives at a critical moment.

What sets us apart:

Here, scientific expertise and technological innovation come together with an international, interdisciplinary team. Flat hierarchies and an open working environment give you the freedom to contribute ideas, take on responsibility and make a real difference together.

Do you have any questions?

We look forward to your call!



Maxi Vogelbacher
HR Specialist
+49 (0) 7231 980 84 137