

FMD is a young and energetic company and was built upon a foundation of operational experience within Superyachts, Naval and Cruise ships. We utilize creative approaches for solving enduring problems encountered when treating waste streams on board vessels. We do this in an environmentally responsible way while conforming to the requirements of MARPOL Annex IV & V.

We are currently seeking an experienced and highly organized

Office Manager (m/f/d)

As the Office Manager, you will be responsible for ensuring the smooth operation of our office and providing administrative support to the team.

You are responsible for

- All organisational & operational processes of the office
- Project organisation & structuring, from customer contact to quotation & invoicing
- Support in the operative business, marketing & project purchasing
- Supporting the accounting department
- Event/trade fair planning & on-site coordination including travel planning & hotel bookings

What you can offer

- Proven experience as an Office Manager or in a similar administrative role
- Ideally knowledge of the processes in a manufacturing company
- Basic technical understanding
- Initiative & assertiveness
- Strong communication skills & team spirit
- Structured & organised way of working
- Confident handling of the current MS Office products
- Advanced or fluent in German & English, both written and spoken

What we can offer you

- Freedom to design and adapt processes and workflows
- Exciting and varied tasks in a maritime environment
- A challenging workplace & opportunities to help shape the company
- A competitive salary
- A full-time, permanent position with 35 hrs per week

Interested?

Please send your application with details of your possible starting date to: info@fmdgmbh.com