

Job offer: Administration Manager in Malaysia**Job type:** Permanent position (subject to social security contributions)**Employer:** VITROMED Malaysia

VITROMED GmbH is a German medical technology manufacturer based in Langenfeld and Jena. We manufacture high-quality products for assisted reproductive technology (ART). German precision and the scientific expertise of industry professionals have enabled us to establish our product portfolio with an international clientele.

To strengthen our team at our Kuala Lumpur location, we are currently seeking an Administration Manager (m/f/d) with Malaysian citizenship and a very good knowledge on the language.

YOUR TASKS

- Staff Management: Hiring, training, and supervising administrative staff, assessing their performance, and delegating tasks to ensure maximum efficiency.
- Policy and Procedure Development: Creating, implementing, and improving office policies and procedures to streamline workflows and enhance productivity.
- Operational Oversight: Managing daily administrative operations, ensuring smooth and adequate information flow, and coordinating various office activities.
- Budget and Cost Management: Monitoring office expenses, assisting in budget preparation, and identifying ways to reduce overhead costs.
- Facility and Resource Management: Overseeing the maintenance of office facilities, managing inventory of supplies, and coordinating with vendors for purchases.
- Meeting and Event Coordination: Scheduling and organizing meetings, conferences, interviews, and other office-related events.
- Communication & Liaison: Acting as a liaison between management, staff, vendors, and other departments to facilitate communication and collaboration.
- Compliance and Reporting: Ensuring adherence to company policies, labor laws, and industry regulations, and preparing reports for management.

WHAT WE EXPECT FROM YOU

- Leadership and Communication: Ability to effectively lead teams and communicate clearly, both verbally and in writing.
- Organization and Time Management: Strong multitasking skills, attention to detail, and the ability to manage multiple projects and deadlines.
- Problem-Solving: A creative approach to identifying and solving problems within administrative operations.
- Technical Proficiency: Knowledge of administrative software packages and MS Office suite.
- Critical Thinking: Ability to analyze situations, identify process bottlenecks, and offer strategic solutions for improvement.

WHAT WE OFFER YOU

- Optimal working conditions
- A pleasant working atmosphere
- A family-friendly environment

Start date: Immediately**Number of vacancies:** 1**Working hours:** Full-time/40 hours per week, permanent contract



Please send your complete application documents, including your salary expectations and start date, to karriere@vitromed.com with the subject line "Administration Manager"

CONTACT DETAILS

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