



**TRI® Dental Implants Int. AG is a fast-growing global provider of dental implant solutions from Switzerland.** Designed and manufactured in Switzerland, TRI® offers high quality, innovative and easy-to-use implant solutions for the benefit of patients world-wide.

## Office Manager

For the Australian office in Gosford (NSW), we are looking for a general Office Manager (100%). In this role you will be responsible for the general office management. You will be reporting to the General Manager.

### Responsibilities

- Organize office operations and procedures
- Order processing, invoicing and dispatch
- Credit processing and item tracking
- Coordinate with finance department on invoicing and monthly reporting
- Ensure that all items are invoiced and paid on time
- Support sales staff with back-office materials
- Monthly purchasing and stock take
- Payment processing
- General phone reception support

### Requirements

- Proven experience as an office manager, front office manager or administrative assistant
- Knowledge of office administrator responsibilities, systems and procedures
- Proficiency in MS Office including email scheduling tools (MS Excel and MS Outlook, in particular)
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem solving skills
- Open entrepreneurial mindset with ability to suggest improvements
- Additional qualification as an administrative assistant or secretary will be a plus
- Excellent written and verbal communication skills
- Experience and understanding of the dental/dental implant industry helpful but not necessary

### What should drive you?

- Eagerness to work in a young and driven work environment
- Passion to keep the young and fast expanding company growing

If you are keen to join a dynamic and fast-growing company in the medical device industry, please send your written application to [jobs@tri-implants.com](mailto:jobs@tri-implants.com).