



## OFFICE MANAGER | FRANKFURT - GERMANY

With offices in France, Germany, Japan, Greater China and the U.S.A, Yole Développement (Yole) the « More than Moore » company, provides market research, technology analysis, strategic consulting, media services and financial services to a worldwide customer base.

Covering emerging and disruptive silicon and micro manufacturing markets, the group supports companies, investors and R&D organizations by delivering comprehensive analysis that helps them understand the markets and technology trends critical to their business.

### JOB DESCRIPTION

Our company creates an **Office Manager position** to support our sales team and operations in the EMEA area. You will be responsible for the efficient functioning of the subsidiary through a various range of administrative and financial tasks. You will ensure the smooth running of the office on a day-to-day basis.

You will work in close and daily collaboration with Business Development Team based in Frankfurt.

Location: position based in Frankfurt (Germany).

### YOUR RESPONSABILITIES

As an **Office Manager**, you will be responsible to:

- **Sales support and invoicing:** management of sales administration from order taking to invoicing:
  - ⇒ Register the Purchase Orders under our CRM tool (SX)
  - ⇒ ensure the proper delivery of products
  - ⇒ manage invoicing under our CRM tool
  - ⇒ Database management: register, clean and supply customer contact detailsEnsure the interface with the Head Quarter Invoicing Department
- **HR Support:** accompany the HR department in different tasks (employees expense reports, paid time off requests...)
- Participate in establishing any procedures for the company and policies for the subsidiary (prepare purchase orders, supplier registration, quotation model...).
- Provide administrative support (supplies, logistics, telephone assistance, booking of transport and accommodation for business trips...) & maintain the office

### EDUCATION / EXPERIENCE

- Bachelor's degree in the Sales Management field or Assistant Manager.
- Working languages: German (mother tongue or fluent), English (fluent), French (professional)
- Proven experience in a similar position
- High level of autonomy, rigorous & organized

*Please send your latest CV & cover letter to [recruiting@yole.fr](mailto:recruiting@yole.fr)*

