



## Office Manager (m/f/d)

***Join an international drug development consultancy and contribute with strategic advice and operational support to clients based in Europe, the US and Asia.***

### **Become part of an experienced and dedicated team**

The Munich KLIFO team has 30+ employees. As Office Manager, you will be the go-to person for administrative and HR issues. You'll also work with the Finance Team and collaborate closely with colleagues in Denmark.

### **In the role as Office Manager, you'll contribute by:**

- Being the first point of contact for all colleagues on administrative issues
- Being responsible for finance tasks, including time registration, monthly invoicing (in- and outgoing) and travel and credit card expenses
- Being the main contact for external vendors, including the tax office, bank, landlord, authorities, courier services, insurance companies and others
- Supporting HR tasks, e.g., by doing the pre- and on-boarding of new employees, including providing IT equipment
- Supporting the Local Management Team, organising company events and teambuilding activities
- Supporting general administrative tasks such as being the first contact at the reception (telephone and mail)

### **Your background and qualifications**

You are collaborative, structured, detail-oriented, enjoy working with others and learning new things. You are also reliable, have good communication skills, and want to contribute to a culture of trust and transparency.

Furthermore, you:

- Have experience in a similar profession and are familiar with the involved tasks. This includes general accounting knowledge and invoicing to clients
- Are an experienced user of Microsoft Office Package / Access
- Are flexible for ad-hoc tasks and keeping monthly deadlines
- Love a broad and diversified work setting
- Are happy to work office-based (80%)
- Are fluent in German and English

### **Location**

Munich, Germany

### **Employment**

32+ hours per week,  
permanent

### **Deadline for application**

31 July 2023

### **Contact**

Sophie Markert  
Sophie.Markert@klifo.com

### **About KLIFO**

- 200+ employees
- Offices in Denmark, Sweden, Germany and The Netherlands
- Headquarter in Glostrup, Denmark

KLIFO is a leading North-European drug and device development consultancy with significant experience in partnering with biotech and pharmaceutical companies. We provide end to end solutions and support our clients with strategic advice and operational support across therapeutic areas and disciplines.

## Why join KLIFO?

- Join an organisation where we value people and their expertise as the greatest asset
- Enter a flexible workplace with a culture based on trust, transparency and respect
- Work with some of the most experienced and dedicated colleagues in the life-science industry
- Contribute with your expertise across different therapeutic areas
- Develop tailor-made solutions based on cross-disciplinary collaboration
- Cultivate successful relationships with our clients
- Be part of an organisation that sees knowledge-sharing as the road to success

## Share your application

Share your application with us at [job@klifo.com](mailto:job@klifo.com) marked "Office Manager" no later than 31 July 2023. Interviews will be carried out continuously.

If you have questions about the position, please reach out to Sophie Markert at [Sophie.Markert@klifo.com](mailto:Sophie.Markert@klifo.com) for more information.

KLIFO processes your application and all related personal data exclusively for the specific hiring process. Your data is processed as confidential information, cf. the current data protection law (GDPR).

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