



OFFICE MANAGER / SECRETARI@

Key Criteria:

- Ideally, the candidate will have previous experience as office manager.
- Mandatory to be proactive, positive, resourceful, self-driven and problem solver with great organizational and social skills.
- Key to have a communicative attitude and not being afraid of rolling up your sleeves and getting your hands dirty (I can do it and I will show you how mentality).
- The right candidate will have to prove being able to learn fast the business and products of Ecopol Tech within a 1-2 months formation period with our Business Development Manager, CEO and sales department.
- Native in Catalan and Spanish. Fluid in English both oral and written.
- Mandatory to have a driving license.
- Car and/or close residence to Ecopol Tech HQ (l'Arboç, El Penedès, Spain) is highly recommended.
- Experience abroad in multidisciplinary environments is positively valued.
- Plenty of room to gain responsibilities and grow with the company.

A day in the job:

- Taking calls and forwarding them to the right department in any of the 3 before mentioned languages.
- Organizing the facilities and rooms for weekly internal meetings and meetings with customers and/or suppliers.
- Managing logistics of samples and commercial products shipment with R&D teams.
- Conducting customs clearance of raw materials coming from outside EU with freight companies.
- Administering internal quality and safety documentation and making it available to the team.
- Overseeing lab material and facilities reparation and budgeting with different suppliers.
- Conducting periodical meetings with external services providers (electricity, internet, printers, etc.) and compare/negotiate budgeting with their competitors.
- Welcoming new hires to Ecopol Tech and providing full welcome package and guidance through the company.
- Understanding the science behind your job and familiarizing with scientific terms.

More info about our company areas of business at <http://ecopoltech.com> and our social networks.

Interested candidates please email a CV/resume and an Ecopol Tech-targeted cover letter explaining what will he/she bring to the company to silvia.estrada@ecopoltech.com