

Office Support

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Company: CooperCompanies

Location: Venlo

Category: computer-and-mathematical

CooperSurgical is a leading fertility and women's healthcare company dedicated to putting time on the side of women, babies, and families at the healthcare moments that matter most in life. CooperSurgical is at the forefront of delivering innovative assisted reproductive technology and genomic solutions that enhance the work of ART professionals to the benefit of families. We currently offer over 600 clinically relevant medical devices to women's healthcare providers, including testing and treatment options.

CooperSurgical is a wholly-owned subsidiary of CooperCompanies (Nasdaq: COO).

CooperSurgical, headquartered in Trumbull, CT, produces and markets a wide array of products and services for use by women's health care clinicians. More information can be found at .

Maintenance needs:

Regular inspections of the office and warehouse space to identify maintenance needs.

Address minor maintenance issues, such as light repairs, plumbing leaks, electrical problems etc.

Coordinate with external vendors and contractors for more significant maintenance and repair projects.

Keep records of maintenance activities, expenses, and warranties.

Office:

Manage office / kitchen supplies and inventory, ensuring adequate stock levels.

Order office supplies and equipment as needed, considering budget constraints.

Organize and maintain storage areas for supplies and equipment.

Arrange and maintain meeting rooms for internal and external use.

Arrange office holiday seasonal decorations.

Tenant Liaison:

Act as the primary point of contact with building management and landlords regarding maintenance and facility-related matters.

Coordinate building access and parking for employees, visitors, and vendors.

Administrative Support:

Order birthday cards, new starters flowers, Christmas gifts.

Handle incoming and outgoing mail, packages, and deliveries.

Maintain records and documentation related to office management.

Assist in coordinating office events.

Vendor Management:

Maintain relationships with external service providers, such as cleaning services, maintenance contractors, and suppliers.

Obtain and evaluate quotes from vendors for services and supplies, when needed.

Ensure service providers meet agreed-upon service levels and standards.

Place purchase orders with warehouse vendors and make sure they deliver as requested

Process invoices and payments to vendors with collaboration from finance department.

Environmental Responsibility:

Promote environmentally friendly practices within the office, such as recycling and energy conservation.

Implement sustainable initiatives, such as reducing paper usage and promoting eco-friendly

products.

Communication and Reporting:

Communicate regularly with employees regarding office-related matters and updates.

Update management on office-related developments and improvements.

Ad-hoc Responsibilities:

Respond to unexpected office emergencies or urgent matters promptly.

Collaborate with other departments to support office-wide initiatives.

Knowledge of maintenance procedures, health and safety regulations, and vendor management is advantageous.

Excellent organizational and multitasking skills.

Proficient in Microsoft Office Suite, PowerBI and other office management software.

Effective communication skills, both written and verbal in Dutch and English.

Experience in budget management and procurement is a plus.

Experience:

No previous experience in office management or facilities management is needed, though it will be advantageous.

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