



Philipp Ehrlich
Regional Sales Director
Bürs, Austria

PROFESSIONAL
COMPETENCE
IS IMPORTANT TO US.
HIGH CUSTOMER
ORIENTATION INSPIRES US.

Getzner Werkstoffe, a family-owned company that has been active worldwide for over 50 years, is the global market leader and trendsetter in the field of vibration isolation. We equip metro lines, heavy-haul railways and even entire residential complexes in metropolitan areas with Getzner's know-how-based and customized systems worldwide. Today, Getzner employs more than 500 people from a wide variety of backgrounds, languages and professions in 10 offices around the globe. Besides all globalism, we are all united by one goal: engineering a sustainable future worth living together!

Office Manager (f/m/d)

for our office in Sao Paulo City

G-LIFE

- means a trusting and appreciative cooperation
- includes financial security through an attractive compensation
- means developing together - with an individual OnBoarding program
- is a modern work environment - equipped with state-of-the-art IT devices (smartphone and laptop) and characterized by loyalty and flexibility
- guarantees a job with a secure future - at Getzner you are part of a family business that has been successful for decades and offers excellent prospects for the future

Your Responsibilities:

- Managing the daily office operations including office supplies and equipment orders
- Coordination of appointments and meetings
- Assist management and team with administrative tasks
- Coordination business travels and accommodation arrangements
- Maintain and manage documents and databases
- Communicate and collaborate with external service providers
- Ensure a friendly and professional reception for guests
- Prepare and support financial bookkeeping
- Provide support in employment law matters for the HR department

Our Requirements:

- Completed commercial training or equivalent qualification
- Experience in a similar role, ideally as an Office Manager or in an administrative position
- Excellent organizational skills and a proactive and solution-oriented work approach
- Knowledge of employment law and preparatory financial bookkeeping
- High service orientation and communication skills
- Team player mentality
- Proficiency in MS Office applications (Word, Excel, PowerPoint, Outlook)
- Fluent in Portuguese and very good skills in English

We look forward to get to know you!

Getzner Werkstoffe GmbH

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