

**Variowell Development** is the European pioneer in developing technological solutions for relaxing and healthy sleep. With our international partners, from well-known chemical companies to leading producers worldwide, we actively co-operate on the development and production of technology-steered components for the mattress industry for more than 10 years.

To develop and expand our new headquarters in Münster we are searching for a:

## Office Manager (m/f/d)

### Your tasks

- Full responsibility for processing all orders
- Steering outsourced production and logistics with our external partners for our Kikoo-project
- Creation of offers, order processing and presentation
- Central contact person for our customers and business partners, via telephone and email
- Responsible for a smooth organisation of our headquarter
- Optimization of processes and procedures
- Administrative tasks
- Direct reporting to the managing director

### Your background

- A commercial or technical education or completed studies of economics or natural science.
- Several years of professional experience in a similar position
- Excellent skills of all MS-Office applications
- Enjoy to communicate in German and mainly in English
- Team player, high social competence, talent for organisation and hands-on-mentality
- Focused on constructive and appreciative work environment
- Affinity to solve problems and ideally for IT developments
- You enjoy responsible work in an agile work environment

## **Our offer**

- Diversified and demanding tasks within a flat organisation in a dynamical working area
- Unlimited permanent employment
- Attractive salary package
- Opportunities for further education
- Modern, friendly and light office with own gym
- Further benefits: parking space, good local transport connections, mobile phone and state-of-art working equipment

## **Next step**

Are you interested? Then we are looking forward to receiving your application documents in PDF via email. Send these to Daniela Kooijman, [dk@variowell-development.com](mailto:dk@variowell-development.com). Please don't forget to include your salary expectations and your period of notice. For further information feel free to contact us. Tel. +49 (0)251 2083 3556 or Mobile +49 (0)172 28 47 663

**We are looking forward to getting to know you  
for our “Silicon Valley Headquarters” in Münster**

With the sending of your application documents you agree their inclusion in our application database.

Of course we guarantee absolute discretion and observance of blocking notices.