

# WE ARE HIRING!



To augment our team in Witten, we are currently seeking

## Office Manager / Receptionists (f/m/x)

### We offer you

- Independent work in young, yet experienced and dynamic teams
- An attractive salary
- Holiday and Christmas bonuses
- 30 vacation days
- Intensive on-the-job training
- An intercultural working environment and flat hierarchies
- Social benefits for health and family, such as
  - Sports offerings at the premium fitness studio Oase Health & Sports Club in Bochum
  - Occupational pension
  - Non-smokers' bonus
  - Childcare subsidy

### OCS Optical Control Systems GmbH

Human Resources Department 58454 Witten, Germany  
Wullener Feld 24 T: +49 2302 95622-0

bewerbung@ocsgmbh.com  
[www.ocsgmbh.com](http://www.ocsgmbh.com)

## Your varied responsibilities

- For our customers and guests, you are the first point of contact and the company's face.
- You will answer and forward telephone calls via the telephone system in German and/or English.
- You are responsible for the smooth running of the reception desk
- You organise possible courier shipments as well as the related document preparation
- You are responsible for car pool management
- Administrative office tasks such as processing and forwarding incoming e-mails, ordering and managing consumption and office supplies.

## Your qualifications

- **Completed commercial or foreign language qualification or comparable qualification**
- **Several years of professional experience at the reception, in the service business or in the assistance area desirable**
- You have a secure handling of MS Office applications
- You enjoy telephone and personal communication with national and international customers
- For communication with our guests and external partners, you are familiar with speaking and writing of the German and English language
- Good communication skills, team spirit and self initiative

## We are

As the world market leader in the field of quality measurement and testing systems, we have been developing innovative quality measurement and testing solutions for the raw material manufacturing and processing plastics industry for more than 30 years. Research & development are our core competences. More than 100 experts work for us at our headquarters in Witten, Germany.

Are you interested? We would welcome your comprehensive online application, including an indication of your desired salary and earliest starting date.

Your application will of course be treated with absolute discretion. We look forward to hearing from you!

## OCS Optical Control Systems GmbH

Human Resources Department      58454 Witten, Germany  
Wullener Feld 24                      T: +49 2302 95622-0

bewerbung@ocsgmbh.com  
[www.ocsgmbh.com](http://www.ocsgmbh.com)