



For our subsidiary in Dubai we are seeking an

Office Coordinator (m/f)

To support our established presence in the Middle East, we are recruiting an Office Coordinator (m/f) to be based in our Dubai office.

You will have a dynamic personality and you will be an integral part in ensuring that our office operations run smoothly and are successful in supporting the sales team's activities.

Your responsibilities will be to follow office workflow procedures to ensure maximum efficiency, support the sale team with various administrative tasks (quotations, orders, logistics etc.), perform basic bookkeeping activities and update the accounting system, monitor office expenditures/supply and handle all office contracts (rent, service etc.), assist in client relationship management etc.

Your accomplishments will enable you to effectively coordinate office works with a high level of self-management and pro-activism. You will have a proven experience as office coordinator and ideally would have a relevant record in the design and architecture or similar industry. You are organized with the ability to prioritize and multi-task and you have excellent communication and interpersonal skills. Your knowledge of MS Office and "back-office" software is outstanding.

We can offer you exciting responsibilities in an innovative, design-focused company with an international approach. If you wish to work in a corporate culture that is customer- and team-driven, we look forward to your application (accompanied by references and CV), as well as details of the salary you are looking for and your earliest starting date.

Send your application by e-mail to pascal.baumgartner@wilkhahn-me.com

About Wilkhahn

Wilkhahn specializes in product development, manufacture and marketing of advanced, high-quality and superbly designed office chairs and table solutions which boost wellbeing, creativity and performance. Our brand stands for first-class product quality, highly innovative ergonomics and cutting-edge design.

With its headquarters in Germany, the family-run company has received numerous international design awards over the decades, with many of the ranges considered prime examples of 'Design made in Germany'.

To worldwide acclaim, the durability and eco-friendly concept of products and services play a significant role in protecting resources

Wilkhahn Middle East Office Furniture LLC
Mr. Pascal Baumgartner
Dubai Design District
Building 6B, 207/208
Dubai, UAE
Phone: + 971 (0) 4 456 99 55
pascal.baumgartner@wilkhahn-me.com
www.wilkhahn.com