



Office & Team Assistant (all genders)

Full-time, Munich, Germany

About us:

At TRiCares, we are dedicated to providing innovative, minimally invasive treatment solutions for patients suffering from failing tricuspid valves. As a growing MedTech company based in Munich, we are looking for a proactive and skilled Office & Team Assistant to support our dynamic team in delivering cutting-edge solutions that improve patient care.

This is a unique opportunity to join a growing medical device company, where you will be part of a passionate and international team working towards transforming the landscape of cardiovascular treatment through innovative technology.

Key Responsibilities:

- Independently organizing and managing general office operations
- Assisting with incoming phone calls and forwarding inquiries appropriately
- Planning, preparing, and following up on meetings – including catering and room setup
- Welcoming and attending to guests and visitors
- Taking responsibility for the front desk area and ensuring a professional appearance
- Ensuring smooth daily operations in the office
- Handling incoming and outgoing mail
- Organizing and booking business trips for the international team
- Planning and coordinating team events on an international level
- Managing and ordering office supplies, lab materials, and technical equipment
- Coordinating external service providers (e.g., craftsmen, cleaning service, water dispenser service) and overseeing facility-related topics (e.g., rental property, parking spaces, special waste disposal)
- Purchasing fresh fruit and snacks for the team
- Supporting the team with organizational and administrative tasks in day-to-day business
- Maintaining our website and LinkedIn presence
- Serving as the company's safety officer



Qualifications and Experience:

- Completed vocational training in office management, administration, or a related field
- First professional experience in a comparable administrative or assistant role – we also welcome career starters with completed vocational training, ideally with exposure to international or fast-paced environments
- Solid understanding of general office operations and administrative processes
- Experience in coordinating meetings, travel arrangements, and external service providers
- Basic knowledge of facility or safety management topics is an advantage
- Strong attention to detail, with excellent organizational and multitasking skills
- Proactive mindset, team-oriented attitude, and a service-driven work approach
- Exceptional communication and interpersonal skills
- Proficiency in MS Office (Outlook, Word, Excel, PowerPoint) and confidence with digital tools
- Very good command of English and German, both written and spoken

What We Offer:

- A dynamic and forward-thinking work environment, shaping the future of transcatheter heart valve therapy
- The opportunity to work in a truly international team, with talented and driven colleagues from around the globe
- A strong company culture rooted in collaboration, innovation, and purpose
- Excellent opportunities for personal and professional development in a fast-growing MedTech company
- A competitive compensation and benefits package tailored to your experience and contribution
- Regular team events and offsites to connect, celebrate successes, and foster team spirit
- An inclusive and respectful workplace where diversity is not only welcomed but valued

Ready to make a difference?

We look forward to receiving your application. Join us on our journey to transform patient care – one heartbeat at a time.

Apply now at: HR@tricares.de.