



# WE ARE HIRING

**Office Manager & Travel Coordinator wanted!**

**UK contract: Remote with weekly London visits**

## ABOUT OPENRAD

OpenRad is a young company delivering a new approach to Medical Imaging. We are integrating the best cloud-based imaging solution into Europe's No.1 connectivity product suite to deliver a unique enterprise imaging workflow for radiology. By combining the individual products and services of Biotronics3D and Visbion, OpenRad can fully digitalize the workflow processes within radiological diagnostic centres. Our zero footprint, thin-client SaaS-based solutions speed up implementation, increase centre utilisation, provide seamless access to all imaging, and at the same time reduce cost of ownership. We are a London- and Berlin-based company targeting customers globally.



OpenRad Services UK Ltd.  
The Old Rectory  
Church Street, Weybridge  
Surrey, KT13 8DE

# JOB SUMMARY

We are looking for an Office Manager & Travel Coordinator to perform a variety of mainly organisational and administrative tasks. You will support the OpenRad management team in the UK.

The position requires excellent organizational skills and the ability to handle sensitive information confidentially.

# KEY RESPONSIBILITIES

- Collate weekly office mail & distribute it to team members
- Weekly check of office, arranging for supplies as required
- Assisting management or larger groups for specific events in their travel requirements, booking flights, trains, etc.
- Organising regular & one-off team events, including but not limited to sourcing the location, supporting travel to & from, arranging all related logistics

# SKILLS & EXPERIENCE

- Previous experience working as an Administrator would be an advantage.
- Proactivity & ability to work independently as well as remotely
- PC literate & experience with MS Office applications
- Excellent organisational & time-management skills
- Excellent written & oral communication skills at all levels
- Ability to commute once a week to an East London office location (E14)



## Office Manager & Travel Coordinator

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Working hours: We are open to recruit on a reduced hours basis, minimum 24 hours across 4 days per week.

Reporting to: OpenRad Finance Director

**We hereby would like to invite you to join us in our exciting journey, a journey that will lead not only to success but also to an industry benchmark that other companies one day will follow.**

**Please send your CV or questions to:  
[recruitment@europe-hr-solutions.com](mailto:recruitment@europe-hr-solutions.com)**

**We do look forward to hearing from you!**



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