

About the Oral Reconstruction Foundation

The Oral Reconstruction Foundation (ORF) is dedicated to advancing the fields of implant dentistry and oral tissue reconstruction. In cooperation with our founding sponsor BioHorizons CAMLOG, we foster innovation, support research, and promote education within the global dental community. Our goal is to improve patient care through research, education, and scientific exchange and to build a community of professionals committed to oral reconstruction excellence worldwide.

To further strengthen our team in Basel we are looking for an

ORF Office Manager (80-100%)

As the Office Manager at ORF, you will be at the heart of our operations, ensuring the smooth and efficient running of our foundation. This pivotal role combines administrative mastery with technological savvy, requiring a dynamic individual who excels in a fast-paced, diverse environment. You will leverage your skills in Office 365, CRM software, social media platforms (Instagram, LinkedIn), and AI technologies to enhance our productivity and outreach.

Key Responsibilities

- Manage daily administrative tasks with proficiency in Microsoft Office 365 applications to support our team's operational needs.
- Utilize CRM software to maintain and update our database of contacts, facilitating effective communication and engagement with stakeholders.
- Handle speaker contracts, travel arrangements, and event preparations, ensuring all aspects run smoothly and efficiently.
- Liaise with ORF board and committee members to organize meetings, draft agendas, and prepare minutes, ensuring smooth communication and efficient governance processes.
- Coordinate logistics for international events, including planning, organization, and liaising with cross-functional teams.
- Assist in the development and maintenance of the organization's website and digital content, keeping it current and reflective of our goals and achievements.
- Creating engaging content that aligns with our mission and increases our visibility on social media platforms like Instagram and LinkedIn
- Work with AI technologies, including ChatGPT, to streamline processes, generate content, and analyze data for strategic insights.
- Support the Executive Director and team in strategic initiatives, project management, and compliance with SOPs.

Qualifications

- Successfully completed higher education, business apprenticeship, or similar
- 3-5 years of professional experience in an office management role, preferably within the MedTech or nonprofit sector.
- Demonstrated proficiency in Microsoft Office 365, CRM platforms, and social media management.
- Experience working with AI technologies like ChatGPT for business applications.
- Excellent organizational and interpersonal skills, with the ability to manage multiple tasks and priorities in a dynamic environment.
- Strong communication skills, fluent in English and German. Additional languages are a plus.
- A proactive, flexible approach to work, with a reliable and structured working style.

What We Offer

- A chance to be part of a globally recognized foundation making a significant impact in oral reconstruction.
- A dynamic, fast-paced work environment with opportunities for professional growth and development.
- Attractive employment conditions, reflective of your experience and contributions.

How to Apply

If you are ready to make a difference in the world of oral reconstruction and meet our qualifications, we would love to hear from you! Please apply through our online application form or send your resume and a cover letter to Ms. Barda Abdija at jobs@camlog.com.

For more information about ORF and our work, visit our website at www.orfoundation.org.