

Arcam provides cost-efficient Additive Manufacturing solutions for production of metal components. Arcam's Electron Beam Melting (EBM[®]) technology offers design freedom combined with excellent material properties and high productivity. Through our solutions orientation Arcam is an innovative partner for advanced manufacturing, primarily in the aerospace and medical industries. Arcam provides Electron Beam Melting systems through Arcam AB in Sweden, powder metals through AP&C in Canada and implant contract manufacturing through DiSanto in the U.S. The company is listed on Nasdaq Stockholm and the Head Office is located in Mölndal, Sweden.

Arcam expands in the US and is setting up an office in the Boston Area, MA.

We are now seeking an

Office Manager

As an Office Manager you will be responsible for all the administration in Arcam Cad to Metal Inc. in Boston, MA, with very varied and stimulating tasks.

Core Responsibilities:

- Provide administrative support; answer phones, schedule international/domestic travel arrangements and prepare itineraries, filing, and maintain office supplies.
- Issue and enter Purchase Orders, Packing Slips, Invoices and Payments, and Expense Reports in QuickBooks.
- Track inventory, component sources, and kit lists.
- Manage purchasing and assist with shipping and receiving.
- Interact with clients on a daily basis providing assistance to answer their questions and resolve any issues.
- Maintain office efficiency by planning and implementing office systems, layouts, and equipment procurements.
- Designs and implements office policies by establishing standards and procedures.
- Perform other related duties as required.

Qualifications:

- An extensive experience from similar work required.
- Strong communications skills (written and oral) and ability to interact with internal and external partners.

- Superior organizational skills and great follow through on tasks.
- Passionate about providing good service.
- Self-starter must be able to work independently.

Compensation:

The compensation package will be highly competitive and the position is full-time / regular.

The Company:

Arcam Cad to Metal Inc. has its office in Boston, MA, with sales and support management, warehouse and potentially an application and demo center.

Many of our employees are working out of their homes, close to their geographic markets.

For further information please call our recruitment consultant Peter Ternebring at Confidera Urval, phone +46 31 27 33 30.

Please send us your application as soon as possible, marked "Arcam-Office Manager", to:

recruitment@confideraurval.se