

# Join the ORamaVR team:

## Job opportunity for Business Administrative/Development Assistant

### *Business administration:*

ORamaVR ([www.oramavr.com](http://www.oramavr.com)) supports surgeons and medical practitioners with unprecedented virtual reality (VR) training solutions.

We are looking for a business administrative/development assistant to assist us in reaching the Healthcare, Smart Education and VR markets.

### *Job Description:*

We are looking for an enthusiastic individual with business administration/development skills to coordinate our business tasks, community building and market outreach. This exceptional individual will operate at the crossroads of Business Administration, Business Development and Customer Care. A business administration, economics, humanities, science or medical background will be considered a major advantage.

### *Responsibilities:*

- Day to day business administration/development, customer contact follow-ups, newsletters/press release production etc.
- Propelling the company vision: understand the company's overall goals and objectives according to the founders' vision and ensure that what the team is working on helps getting closer to realizing that.
- Reporting: Develops administrative, business, marketing presentations and provide reports based on information collected such as marketing trends, competition, new products, and pricing. A wide degree of creativity and latitude is expected. Typically reports directly to the CEO and CMO company founders.

### *Skills & Requirements:*

- BSc or equivalent degree on a business administration, economics or medical related discipline or MBA or equivalent.
- Fluency in English (written and spoken)
- Flexible time schedule
- Communication: flexible in processing communication with clients abroad.
- Critical-Thinking: Being able to process the data in appropriate ways and make recommendations.
- Attention to Detail

### *Application:*

- If you would like to join our team to embark with us on our journey, then please send us your complete application, including your CV and a short motivation letter.
- We will be reviewing applications as of 8<sup>th</sup> August 2018. We take candidates into the recruitment process continuously and close the position down once we have found the right candidate.
- To apply, email your application to [jobs@oramavr.com](mailto:jobs@oramavr.com)