

AOP Health is the European pioneer for integrated therapies for rare diseases and in critical care. To enhance our team in Italy we are looking for an:

Associate Office Manager (maternity leave cover), Italy

56122 Pisa | Full-time employee | Start: 01.04.2026 |



We are looking for a proactive Associate Office Manager to support our Italian affiliate in HR administration and office management.

What Your Day To Day Will Look Like

- Support employees with HR-related topics and daily administration
- Manage the hiring process from pre-contract phase through onboarding
- Coordinate employee onboarding and maintain HR documentation
- Support payroll and expense processes (in Zucchetti) and monthly closing activities
- Maintain employee records, training documentation, and job descriptions
- Support internal HR communication and administration in HR systems (Etoile)
- Provide administrative and back-office support to the Office Manager
- Coordinate employee benefits, company cars, and related documentation
- Manage expense documentation and prepare monthly expense reports
- Handle purchase orders, contracts, and courier deliveries
- Monitor general office email inboxes
- Support HR compliance activities and communication with local labor authorities
- Manage documentation related to scientific information activities and regional reporting

Your Qualifications and Experience

- Bachelor's in business administration
- Previous experience in HR administration, office management, or a similar role

Main Benefits

-  Bonus
-  Homeoffice
-  Flexible working hours
-  Initial and continuing education
-  Employee events

Your Contact



Angelika Drabek
Manager Talent Acquisition

Further information on our website:

- Good understanding of HR processes, payroll, and administrative procedures
- Experience working with HR or payroll systems (e.g. Zucchetti, Etoile) is an advantage
- Strong organizational skills with high attention to detail
- Ability to manage multiple tasks in a structured and reliable manner
- Proactive, service-oriented mindset with strong communication skills
- Comfortable working in a regulated environment
- Good knowledge of Italian labor regulations is a plus
- Fluent in Italian and good working knowledge of English

Our Offer

- An open corporate culture with the opportunity to contribute your own ideas
- Structured onboarding and training opportunities to support your professional growth.
- Being part of a successful team who drives the business forward
- Competitive bonus scheme, additional benefits and employee events.
- Opportunities for personal and professional development within an international environment

If you would like to work as a team player in an international environment and can identify with our values "Agile, Ambitious, Aligned, Accountable and Appreciative", then: Take this CHANCE and