



We are looking for a

Office assistant with Project Management tasks, 40h
at the earliest possible entry

biolution is an internationally active agency for science communication and EU project management at the Vienna BioCenter in Neu Marx, specialized in the life science sector. Our international and dynamic team offers the following services: EU project application and management, events, text, media design, Videos, social media and 3D visualizations.

Further information about biolution can be found online at: www.biolution.net.

Tasks:

- Support of the team in all organizational matters
- Correspondence and telephone service in German and English
- Support in the organization of events and meetings
- Taking minutes
- Support in creating reports and presentations
- Professional support for customers and business partners
- Support with quotation and accounting
- Preparative bookkeeping
- Travel Management

Qualifications:

- Commercial education
- Good level of spelling proficiency and writing skills
- At least 2 years of professional experience in the assistance field
- Experience in EU project management is an advantage
- Very good Microsoft Office skills (Outlook, Word, Excel & PowerPoint)
- Excellent written and spoken German and English
- High degree of initiative and self-organization
- Perceptive and reliable
- Responsibility and quality awareness
- Communication and team skills
- Enthusiasm for media and science

Salary:

The minimum salary according to the collective agreement for advertising and market communication is Euro 2,002.20 gross/month, 40 hours a week, level 3, VGJ n. 2; depending on qualifications and experience, overpayment is envisaged. Part-time work according to arrangement possible.

Have we aroused your interest in this exciting position in a professional environment?

Then we look forward to receiving your complete application documents. Please send your application with CV, photo, work samples and your salary expectations preferably by e-mail to: office@biolution.net