

# TECHNIKON

We are an independent, privately owned research company in Villach, Austria which provides research services and technology based consultancy to high-tech companies across Europe.

## Team Assistant/Office Management (m/f)

### Your Tasks

- Organizational and administrative support of our expert team
- Organization of internal and external meetings, workshops, etc.
- General Secretariat Meetings (telephone, correspondence in English and German, processing of incoming and outgoing mail, appointment organization and coordination)
- Support in the execution of research projects, preparation of general documents and presentations, administration of timesheets, etc.
- Support of the business and division management
- Creation of offers and offer tracking and creation of invoices
- Service-oriented contact with customers and the European Commission
- General accounting and controlling support
- Correspondence with customers and business partners

### Our requirements

- Education level; Matura or Bachelor level (Bachelor desired)
- Very good MS Office skills (especially Excel, Word and PowerPoint)
- Solid knowledge of English (spoken and written)
- Sense of teamwork and acute social skills
- Personal commitment and reliability
- Loyalty, discretion and a high sense of responsibility as well as precise and independent working

### We offer you

- Flexible, project-oriented job in a dynamic team, in our office in Villach
- Comprehensive and varied activities
- Cooperative and friendly working atmosphere with a competent team
- Extensive training in the areas of responsibility
- Various training opportunities
- Full-time position (40 hours a week)
- We comply the Austrian collective agreement for technical offices and offer a salary that is compliant with the market (Overpayment with appropriate experience)

### Interested?

Contact Birgit Lederer at [jobs@technikon.com](mailto:jobs@technikon.com) and send us your CV, letter of motivation and work reference.

