

OFFICE MANAGEMENT (m/f/d)

Site Installation Department

Location: Graz

YOUR TASKS

- Office organization & administration
- Updating and maintaining HR Files and databases
- Setting appointments and arranging meetings
- Business travel arrangements for site staff
- Compiling and preparing reports/statistics/presentations
- Support in setting up and optimizing internal processes

YOUR PROFILE

- Completed commercial education (Lehrabschlussprüfung, HAK)
- 2-3 years of professional experience as assistant for site operations
- Fluent German & Englisch
- Advanced working knowledge of MS Office
- Basic knowledge of SAP
- Team player, good communication and interpersonal skills, strong organizational skills, excellent attention to details, flexibility, ability to work under tight time schedules, trustworthiness

OUR OFFER

- Working in an international company
- The ALTECH-team as a direct contact for everything organizational
- Flexible working time model
- Company restaurant
- Parking spaces & public Accessibility

In Austria, we are legally obliged to announce for this position at least a gross monthly salary of € 2.943,71. Depending on qualifications and professional experience, we offer you a market-based salary.



**Werde Teil des ALTECH Teams und schicke uns deine
Bewerbung an martin.wagner@altech.at**