

Do you want to join an exciting venture that is shaping future of autonomous driving safety? Support our team by taking on an important supporting role within our company.

We are looking for an Office Manager to support us with a variety of administrative tasks and to support our company's management. As an Office Manager you ensure the smooth running of our office on a day-to-day basis and manage a variety of assistance tasks. As our flat company hierarchy allows talented people to be promoted very quickly, you may also take over other responsibilities that suit your qualification and interests (for example marketing).

You will essentially contribute to the efficiency of our business by helping out wherever possible and needed. Moreover, since our management team is compact, your tasks will be exciting, diversified and bear responsibility.

Office Manager (m/f)

15-20 hours per week

Your responsibilities:

- Independently takeover of office/infrastructure related administrative tasks
- General assistance activities and office management agendas
- Processing incoming invoices and supporting accounting
- Booking transport and accommodation
- Organizing meetings and assist at meetings
- Organizing company events
- Organizing introduction programs for new employees

You should have:

- Bachelor's degree in business administration or similar (desirable)
- A degree in marketing/work experience in the field of marketing (preferably)
- Excellent MS Office knowledge (Excel, Word, Powerpoint)
- Excellent written and oral communication skills in German and English
- Accounting knowledge
- Responsibility and accuracy in dealing with numbers
- Ability to work independently
- Reliability & discretion
- Problem solving attitude

Our offer:

- A position in a young and motivated team
- Exciting tasks and steep learning curves
- Responsibilities that suit your qualification and interests
- Flexible working hours
- A modern office environment in a central position of Vienna
- A competitive salary fitting your expertise and qualification. Minimum salary €17.300 (20 hours)

You are interested? Please send us your application! We are looking forward to meeting you!

Florian Seitner
+43 699 8192 4912

www.emotion3d.ai
career@emotion3d.ai