

Executive Assistant (f/m/d)

An innovative 40-strong high-tech company with a broad range of responsibilities and long-term prospects!

YOUR TASKS

- Assistance to the management in tasks with an organizational, economic and technical focus
- Internal as well as external appointment planning and coordination
- Responsibility for travel planning and organization
- Correspondence in German and English language
- Independent administrative support of funding projects and communication with project partners
- Support with grant accounting and reporting requirements
- Support with mapping the product lifecycle in SAP

YOUR PROFILE

- Bachelor's degree (university, FH)
- Goal-oriented and structured way of working paired with a quick grasp of things
- Talent for organization and finding solutions, hands-on mentality
- Accurate, dependable and self-reliant work habits
- Willingness to dive in, learn and understand our technology
- Experienced using MS Office
- Excellent knowledge of **German and English**, both written and spoken

We offer a part-time (minimum 20 hours/week) or full-time position in a young, highly interesting working environment with attractive pay. Our small company structure enables exceptionally fast decision-making. The annual gross salary for this position is EUR 30,000 and above, we offer overpayment in line with the market depending on qualifications and experience. Each employee is given a great deal of freedom and responsibility for his or her area and plays a central role in the success of the company.



XARION Laser Acoustics is a young high-tech company based in Vienna. The patented laser-based sensor technology is unique and has won major international awards. Industry-leading companies from the semiconductor, aerospace and automotive industries such as Porsche, Audi, Airbus and NASA use our sensor solutions.

If you are enthusiastic about this challenging job, we look forward to receiving your e-mail application stating your availability:

XARION Laser Acoustics Ghegastrasse 3 1030 Vienna Martin Wallner m.wallner@xarion.com