

Office Manager with a Focus on Trade Fair Organization (f/m/d)

A versatile and responsible position in a dynamic and innovative high-tech company!

YOUR TASKS

- Organization and coordination of trade fair participations and events, including booth planning, logistics, communication with suppliers & organizers, and travel arrangements
- Administrative support for the team, including smooth handling of daily shipping activities, correspondence processing, document management, and scheduling
- Responsibility for travel booking and organization
- Correspondence in both German and English
- Support in Digital marketing (Google Ads, SEO, website updates)

YOUR PROFILE

- Bachelor's degree (university or university of applied sciences), at an advanced stage
- Experience in organizing trade fair appearances and events is an advantage
- · Hands-on mentality
- Good knowledge of office administration and proficiency in MS Office applications
- Strong organizational skills, reliability, and ability to work in a team
- Independent and accurate working style with the ability to process tasks efficiently and set meaningful priorities
- Excellent knowledge of German and English, both written and spoken

We offer a part-time (minimum 25 hours/week) or full-time (40 hours/week) position in a highly interesting and dynamic high-tech company in Vienna (near the main railway station) with attractive remuneration. The annual gross salary for this position is EUR 30,000 (fulltime) and above, we offer overpayment in line with the market depending on qualifications and experience. Our small company structure ensures very fast decision-making processes and high efficiency. Each employee is given a great deal of freedom and responsibility for his or her own area and plays a central role in the success of the company. 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

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