

## 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.