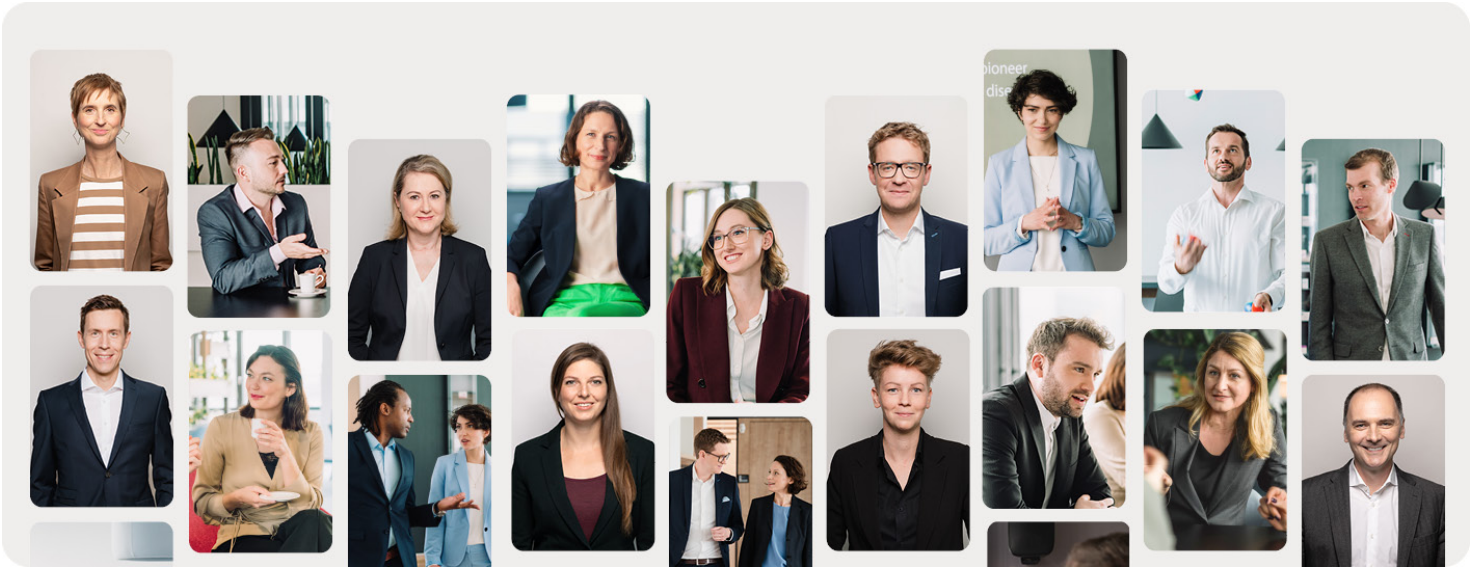


AOP Health is the European pioneer for integrated therapies for rare diseases and in critical care. To enhance our team in Vienna we are looking for a:

Therapeutic Area Assistant (f/m/d)

1190 Vienna | Full-time employee | Start: as of now |



What Your Day To Day Will Look Like

- Organization of meetings, calls, conferences and other department events
- Administering meetings and events by managing invites, guests, agendas, taking minutes and coordinating follow-up items
- Perform analysis of data where required, prepare presentations and provide document summaries
- You provide general administrative services such as maintaining an extremely active calendar, expense report processing and coordinating travel arrangements
- You make sure the office runs smoothly and you manage interactions with confidentiality and discretion
- Provide administrative control of SharePoint and Microsoft Teams activities
- Liaise with other departments (i.e. in handling of marketing approvals, contracts, etc.)
- Assist with the preparation of brand marketing and promotional material
- Administration and handling of quality control issues
- Support departmental cooperation and communication, especially between HQ and countries

Your Qualifications and Experience

- Several years professional experience in a similar role
- Highly proactive and confident with a can-do attitude
- You bring in your ideas to enhance business processes and actively contribute to day-to-day operations

Main Benefits

- ★ Bonus
- 🏠 Homeoffice
- 📱 Employee mobile phone
- 🕒 Flexible working hours
- 💻 Laptop
- 🎓 Initial and continuing education
- 🍴 Canteen
- 👥 Employee events
- 🩺 Company doctor
- P Parking spot
- ❤️ Healthmeasures

- Ability to think ahead, pre-plan and be flexible
- Team player, very well structured with an ability to create a positive environment around you
- Experience in handling complex tasks
- Excellent communication skills in English and German (verbal and in writing)
- Great working knowledge of Microsoft Office and SharePoint

Our Offer

- Open corporate culture with the opportunity to bring in your own ideas
- Great opportunities for personal and professional development
- Attractive work environment with excellent career opportunities and flat hierarchies
- Competitive salary package plus bonus and various benefits
- Gross monthly salary provided for this function is a minimum of EUR 3.000.- based on full-time employment. Any potential overpayment depends on professional experience and qualifications.

If you would like to work as a team player in an international environment and can identify with our values "Agile, Ambitious, Aligned, Accountable and Appreciative", then: Take this CHANCE and

Your Contact



Kathrin Breuer, BA, MA

kathrin.breuer@aoporphan.com
+436766986255

Further information on our website:

aop-health.com