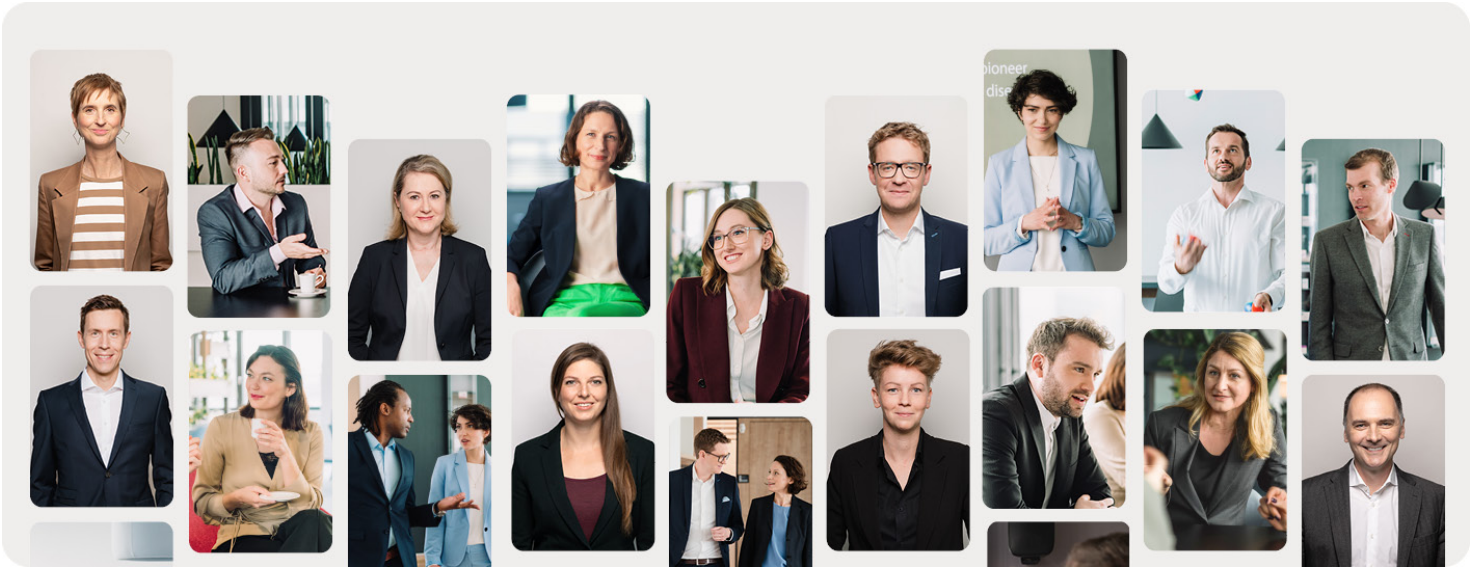


AOP Health is the European pioneer for integrated therapies for rare diseases and in critical care. To enhance our team in Vienna we are looking for an:

Executive Assistant (f/m/d)

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



In this position you support the CEOs and the CoS by providing high-level administrative coordination as well as selective support for project management and relationship management activities.












What Your Day To Day Will Look Like

- Support the CoS in planning, directing, managing and coordinating day-to-day business activities and strategy related projects
- Keep a track record of Executive Office activities/ strategic projects and oversee the departments' deliverables to ensure quality and timely results.
- Prepare documents (presentations, reports, tables, charts) and compile executive summaries in an appealing graphic layout
- Maintain the internal SharePoint Site to present the Executive Office and strategic projects
- Build and maintain trusting and collaborative relationships with internal and external stakeholders
- Set up and organize meetings/ teleconferences, manage invites, guests, agendas and tracking follow-up items
- Provide general administrative services such as maintaining calendar, expense report processing and coordinating/ booking of travel arrangements

Your Qualifications and Experience

- Bachelor's Degree and passion for Life Science
- Experience working as an Executive Assistant or in a business consulting role

Main Benefits

-  Bonus
-  Homeoffice
-  Employee mobile phone
-  Flexible working hours
-  Laptop
-  Initial and continuing education
-  Canteen
-  Employee events
-  Company doctor
-  Parking spot
-  Healthmeasures

- Strong communication skills (presentation and written) in English and in German
- Comfortable working independently and alongside executive leadership
- High level of integrity and discretion in handling confidential information
- Speed and proficiency in Microsoft 365 tools/programs
- Highly proactive and confident with a can-do attitude
- Ability to think ahead, pre-plan and be flexible
- Experience in handling complex tasks

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



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Further information on our website:

aop-health.com