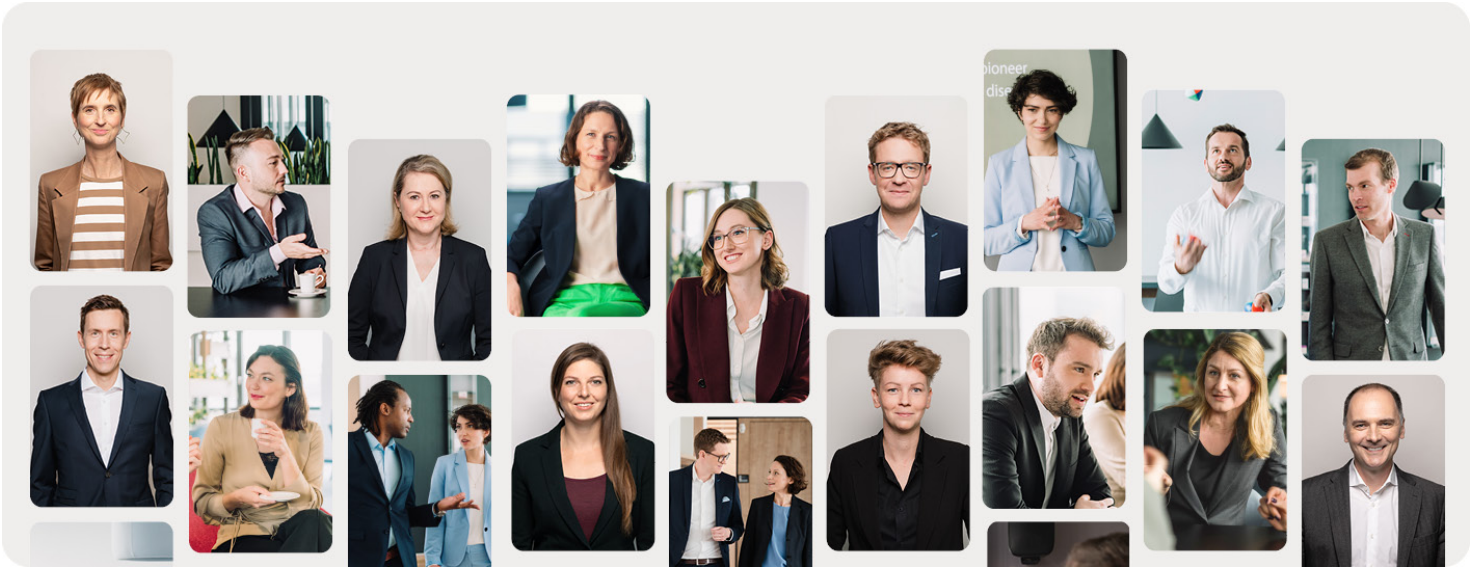


AOP Health is the European pioneer for integrated therapies for rare diseases and in critical care. To enhance our team in Vienna we are looking for a:

Team Assistant Pharma (part-time/20h per week) (f/m/d)

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



In this role, you will ensure seamless operations by organizing meetings, analyzing data, preparing presentations, and managing schedules. You will act as a key point of coordination, fostering collaboration across teams while maintaining confidentiality and efficiency.












What Your Day To Day Will Look Like

- Organization of meetings, calls, conferences and other department events
- Prepare agendas, take minutes, and coordinate follow-up actions for meetings
- Perform analysis of data where required, prepare presentations and provide document summaries
- Manage calendars, expense reports, and 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 internal departments and external stakeholders
- 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 solution-oriented, can-do attitude
- Innovative mindset, contributing ideas to improve business processes and

Main Benefits

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

supporting daily operations

- Ability to think ahead, pre-plan and be flexible
- Team player with excellent organizational skills, fostering a positive and collaborative work environment
- Proven experience in managing complex and multifaceted tasks effectively
- Very good 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 1.560.- based on part-time employment (20h/week). 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