Grow with us. Support excellent research.

IST Austria is a constantly growing international institute for conducting frontier research in the life, physical, and formal sciences, located in Klosterneuburg on the outskirts of Vienna. As employees of the administration and the Scientific Service Units, we strive to support IST Austria’s scientists in performing excellent research.

Administrative Assistant (f/m)

Part-time 20-25 hours/week

In this role you support the Neuroscience research group of Prof. Peter Jonas in all administrative tasks. If possible, the preferred starting date for this position is February 2018. Are you interested in how your future working place may look like? This video provides a bird’s eye view of IST Austria and this video gives an insight into the scientific work of the Jonas Group.

Responsibilities

- Professional assistance of a professor and his research group members in all aspects of administration including office management and ordering
- Help to draft grant applications and edit manuscripts
- Travel management and reimbursement
- Organization and preparation of meetings, workshops, symposia and other events
- Completion and preparation of documents, presentations and reports, budget control
- Interface between staff members, scientists and external contact persons

Requirements

- Significant work experience in an assistant position
- Work experience in scientific or university environment is advantageous
- Excellent written and interpersonal communication skills in English and German required
- Very good knowledge of MS Office
- Strong organizational skills and ability to prioritize tasks
- Service-oriented attitude with the ability to analyze problems

IST Austria

- Offers a challenging position in a dynamic and growing organization
- Supports learning and development
- Provides flexible working times and numerous fringe benefits
- Promotes an international and open culture
- Supports an appreciative and respectful work environment
- Values diversity and is committed to equality
- Free Shuttlebus for employees (Departing from Heiligenstadt, travel time: about 22 min.)

Apply now

To apply for this position send your application by e-mail to: recruiting@ist.ac.at

Application deadline:
December 29, 2017

We welcome flexible and reliable team players who are interested in working in an international environment within a diverse and dynamic working atmosphere. We offer a minimum salary of EUR 2,100,-- gross/month (for 40 hours/week) with possible overpayment depending on education, qualification and work experience.