Assistant to Scientific Service Unit

Part Time (20 h/w)
Klosterneuburg (Vienna), Austria
€ 2,000* gross/month (basis full-time 40 hours/week)

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IST Austria is a growing international institute for conducting frontier research in mathematics, computer science, and the life and physical sciences. We recruit passionate professionals from all over the world and from all fields who support our goals of excellence in research and science management. Located on a beautiful campus on the outskirts of Vienna, we offer numerous opportunities for personal growth in a stable working environment. Get an insight!

Your responsibilities

The Scientific Service Unit (SSU) of IST Austria provides centralized access to specific technologies (microscopy, machine shop, animal house, etc.) to all scientists on campus. To support the SSU we are enlarging our team and are looking for a part time Assistant.

- Administrative support for the SSU Division Head, but also for the SSU Managers and the SSU staff in all organizational and administrative matters
- Office management, general administrative and organizational tasks
- Organization and preparation of meetings, visits and events
- Travel arrangements, time scheduling and reimbursement
- Maintenance of office supplies (inventory, ordering, distributing, etc.)
- Preparation and completion of documents, presentations and reports
- Substitution duties within the Scientific Service Unit
- Support SSU staff with HR topics

Your profile

- Universal degree or completed commercial education (e.g. HASCH/HAK)
- First experience in an assistant position (experience in scientific or higher education environments is advantageous)
- Full comprehension of office management systems and procedures
- Excellent Microsoft Office skills
- Excellent command of English and German (written & spoken) is necessary for all internal communication, conduction interviews, presentations, etc
- Service-orientation, proactive attitude, discretion and confidentiality

Your benefits

- Education & training
- Cafeteria
- Social insurance
- Childcare
- Free shuttle bus
- Multisport
- Multiple health offers
- Pension insurance

To submit your application, please e-mail
recruiting@ist.ac.at

* This position comes with possible overpayment depending on education, qualification and work experience. IST Austria processes your personal data in accordance with the law. For more information, please refer to www.ist.ac.at/data-protection.