



AURIMOD is a commercial stage medical device company developing cutting-edge medical technology for chronic pain management, based upon years of scientific and clinical expertise. We help patients to recover and actively shape their lives with our solutions for auricular vagus nerve stimulation.

For our ambitious and fast-growing team with headquarters in Vienna, Austria, we are looking for a

Team Assistant (f/m/d)

Part-time (20 h/week), as soon as possible

Your tasks:

- Back office administration, filing, organization of meetings and events, errands, travel management, and administrative support for the team
- Support in accounting, ongoing payments, account management, controlling
- Support in preparing quarterly reports and annual accounts
- Support in procurement and handling of incoming goods
- Support in project management tasks for all departments of the company (hourly records, etc.)
- Support of the sales team in customer contact and order fulfillment (offers, orders, invoicing, etc.)
- Taking care of our social media accounts and webpage (regular updates and editing)

Your qualifications:

- Commercial training or technical education (HAK, HAS, HTL, University, etc.)
- Ideally first experience in back-office management, team assistance, accounting
- Fluent in German and English
- Excellent Office365 skills
- Interest in medical devices and life sciences
- Organizational talent, flexible, and accountable
- Open minded personality in a diverse and multidisciplinary team
- Enthusiastic and inquiring team player

Our offer:

- Diversified and challenging tasks
- Highly motivated team members and a supporting environment
- Personal development and employee benefits (e.g., free fitness center)
- The formal minimum annual salary according to the collective bargaining agreement for this position is EUR 17.360,98 (20 h/week), willingness to overpay according to the qualifications and experience of the successful candidate

We look forward to receiving your application via mail to jobs@aurimod.com.

AURIMOD GmbH

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www.aurimod.com