
Grow with us.

AUSTRIA JUICE GmbH is one of the most important global players in the food and beverage market and employs approximately 1,000 people at 15 production sites worldwide. As a leading company in the industry, the AUSTRIA JUICE Group is appreciated by customers for its expertise in the development of

innovative beverage concepts and high-quality food & beverage ingredients.

For our **board office** in **Kröllendorf** (Allhartsberg, Lower Austria), we are looking for a motivated personality for immediate entry as a **full time** employee:

Assistant of Board Members (f/m)

Your tasks

- Support our Board Members in organizational and administrative tasks
- Interface for internal and external matters
- Create meeting memos, statistics, presentations and financial statements
- Responsible for general administrative tasks such as document management, data management, appointment coordination, travel management, organization of meetings, processing of emails and letters, etc.
- First point of contact for business partners and external visitors
- Travel Management: Planning and booking of flight tickets as well as coordination of our pool car fleet
- Support the organization of company event

Your profile

- University degree or completed vocational school (e.g. BHAK, HLW etc.) with an emphasis on economics
- 3-5 years professional experience in a comparable position
- Business acumen
- Friendly personality with high social competency
- Well-organized and accurate way of working
- Reliable, trustful and pro-active team-player
- Stress-resistant and resilient personality
- Very good knowledge of MS Office
- Excellent command of German and English
- Knowledge of any additional language is an advantage

Our package

- International business environment with attractive development possibilities
- Cooperation in a dynamic team with flexible working times
- Financial contribution of your daily lunch
- Diverse tasks with comprehensive individual responsibility
- Due to legal reasons, we are obliged to disclose the minimum salary according to the collective agreement for this position, which is 31.911,74 EUR gross per year. However, our attractive compensation package is based on market-oriented salaries.

Apply now!

Passion you can taste.

Günther Spreitzer
Human Resources Manager

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