



DAMIT FORSCHUNG MÖGLICH WIRD – IHR BEITRAG ZÄHLT.

Office Assistant (f/m/d)

Location

Vienna

Working Hours:

Full-time employee

Area:

Scientific Director's Office

Salary:

min. € 2.720.-

Are you highly organized, proactive, and enjoy working in a dynamic scientific environment? Join our team as an Office Assistant and play a key role in supporting our Scientific Directors and research leaders.

In this pivotal role, you will have the unique opportunity to contribute to our mission by providing essential support to our Scientific Directors and research teams. Your proactive approach and organizational skills will ensure smooth administrative and logistical processes across the institute. From coordinating calendars and meetings to managing travel and events, you will play a key part in keeping operations efficient and well-structured. As a central point of communication, you will help maintain clarity and alignment within the team, enabling our scientists to focus on groundbreaking research.

Your responsibilities

- **Calendar Management:** Coordinate and maintain the Scientific Directors schedule and organize internal and external meetings.
- **Travel Coordination:** Arrange travel for the Scientific Directors and, when possible, other research group leaders. Prepare and submit travel requests in our internal system and provide detailed itineraries.
- **Event and Visit Organization:** Plan and coordinate visits and meetings with external stakeholders, ensuring logistics are arranged. Prepare detailed itineraries for participants and manage on-site requirements such as catering, room booking, and technical setup.
- **Communication & Intranet:** Prepare and publish intranet posts and ensure that the intranet content is kept up to date.

- **Administrative Support:** Handle correspondence, presentations and expense reports. Maintain accurate records and filing systems. Take meeting minutes when required and ensure timely distribution to participants.
- **Collaboration:** Work closely with our Institute Secretary and liaise with internal departments and external partners.

Your profile

What you bring for this position:

- Completed Matura and commercial or administrative training
- At least 2 years of professional experience in a similar role
- Strong organizational and multitasking skills with attention to detail
- Excellent communication skills in German and English (written and spoken)
- Proficiency in MS Office
- Quick comprehension and ability to adapt to changing priorities
- Personal qualities: Good manners, polite and trustworthy, with high level of discretion
- Self – organized, proactive, and able to plan ahead
- A true team player who enjoys collaboration.
- Service oriented mindset and ability to handle confidential information
- Enjoy working in a collaborative, international environment

Our offer



A challenging role in a meaningful, inspiring, and international environment



Team Culture: Benefit from a team environment built on professionalism and collaboration. You can find more information about this on [Kununu](#) and [Glassdoor](#)



Flexible working hours, discounted lunch and other great benefits



Great location in the center of Vienna, a capital of biomedical research in Europe with excellent quality of life



Inclusive & Purpose-Driven: Be part of an international workplace with a meaningful mission



A fair and attractive salary package starting at € 2.720,-- gross (14x per year) on full-time basis with a view to increase based on your qualification and experience

Who we are

One of Europe's leading institutions in the field of pediatric oncology, St. Anna Children's Cancer Research Institute (St. Anna CCRI) investigates the biological foundations of cancer in children and adolescents. For almost 40 years, our multidisciplinary teams have been committed to developing innovative diagnostic

approaches and personalized treatments aimed at further improving young patients' chances of cure. In close collaboration with both national and international partners we combine scientific excellence with clinical relevance. We stand for responsible research, transparency and sustainable knowledge building. As an employer, we offer a state-of-the-art research environment, opportunities for professional development as well as a workplace culture that embraces diversity and appreciation. Work where it really matters and contribute to science that makes a difference.

More information here: <https://ccri.at/>.

Your application

We look forward to receiving your application! Applications should include at least your CV and a cover letter.

Apply now

Your recruiting process

A clear and appreciative application process is important to us – find out more [here](#) about the next steps.

Contact information

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