

CBmed is a center for biomarker research in medicine with headquarter in Graz. It links excellent research infrastructure, scientific expertise, medical knowledge, national and international industry partners for systematic medical biomarker research.

To strengthen our team in Graz, we are seeking to recruit an ambitious, committed

Team Assistance (all genders)

Your tasks:

- Providing administrative support for HQ activities and the management team, as well as project leaders and the laboratory team
- Administrative management of activities in Vienna including meetings, partner and customer visits, follow-ups and travel coordination
- Coordinating regular meetings; maintaining overview of upcoming meetings, including keeping meeting minutes
- Preparing presentations, communications and agendas for internal and external meetings, including travel coordination and organization
- Organization of internal events e.g. kick-off meetings and annual conferences with international partners
- Support for yearly reports to funding agencies and stakeholders
- Key coordinator for the time and performance recordings of all employees
- Point of contact and interface to other internal and external departments

Skills and Abilities:

- Advanced experience in general office management
- Experience with CRM tools, preferably BMD (particularly with financial accounting, time and performance recording, and HR relevant topics)
- Advanced spoken and written German and English, with good communication skills
- Excellent organizational, multi-tasking and problem-solving skills with a hands-on working mentality
- Proficiency using MS office365 and web conferencing tools
- Experience in working with interdisciplinary team

We offer:

- an open and friendly working environment, responsible work in a committed team and a challenging area of responsibility
- a comprehensive range of further training offers you long-term personal development opportunities
- flexible working hours, home office upon arrangement



You will have the opportunity to work in an international connected company, within a young, dynamic and international team.
We offer an unlimited contract with an annual salary of € 40 000 gross based on 40 hours/week.
Start date 01.10.2023.

CBmed GmbH strives to employ people with disabilities in all areas, so people with qualifications appropriate to the advertisement are particularly encouraged to apply.

CBmed GmbH
CENTER FOR BIOMARKER RESEARCH IN MEDICINE
career@cbmed.at
+43 316 385 28805
Stiftingtalstrasse 5
8010 Graz

