



Assistant (m/f/d) for Business Partner Management

1210 Vienna, Job-ID: h9vbk2sb, #Assistant #Healthineers

Siemens Personaldienstleistungen (SPDL) is a subsidiary of Siemens AG Austria with over 25 years of experience. We provide exciting job opportunities with the Siemens Group and customers throughout Austria. Equal opportunities for all people, cultural diversity and compliance with legal and contractual regulations characterize SPDL.

We are looking for an **Assistant (m/f/d) for Business Partner Management**, for 38,5 h/week for Siemens Healthineers.

Your responsibilities

- Support in all administrative and organizational matters
- Organization of conferences, meetings, and internal and external events
- Support for Business Partner Managers in general matters
- Tracking of BP quarterly evaluations, updating and maintaining the BP contact list
- Creating and maintaining partner and account entries, training and supporting BP managers
- Support for contract management: signature process, dispatch and filing of BP contracts
- Assumption of secretarial duties and representation when needed

Your perspective

Depending on the specific qualifications and professional experience, a gross monthly salary of at least EUR 3.348,62 is envisaged (this in any case exceeds the minimum salary under the collective agreement). The final salary agreement will be reached in a personal meeting.

At our client you enjoy and value the freedom of a flexible mix of working from home and in the office. You

Your qualification

- Completed education(apprenticeship, HAK)
- Experience in secretarial work and event organization/ Office management is an advantage
- Excellent MS Office skills, especially experience with Excel
- Knowledge of GAMA, PRM Cloud, and Shareville/SBA is desirable
- Very good written and spoken German and English skills
- High numeracy skills, communication skills, organizational talent, and a hands-on approach

How do I apply?

We are looking forward to receiving your online application (English CV)!

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will also benefit from a flat hierarchy and a transparent company structure. The position is available at the earliest possible entry date. This may best be discussed in a job interview.

Your Benefits



Gesundheit



Homeoffice



Kantine



Parkplatz



Weiterbildung