



Since 2012 Desoma develops IP data and IP meta data software solutions in the exciting field of cyber security and cyber defense.

Office Manager / Executive Assistant (f/m/d) - GRAZ

Desoma is looking for a talented Office Manager/Executive Assistant who will be responsible for overseeing daily office activities, organization and management. The ideal candidate will be an adaptable professional able to undertake a variety of support tasks and work diligently under pressure. We are looking for a part-time OM/EA (3 or 4 full days per week, 20-32 hours per week).

Responsibilities of the position:

- Support the CEO/CFO and other staff with appointment setting, calendar management, travel arrangement, correspondence and catering.
- Coordinate staff meeting and take minutes.
- Able to generate reports and PowerPoint presentations.
- Team support to other departments on administration matters.
- Assisting in planning events, annual investor meeting, annual off site and other firm events.
- Coordination of meetings and other activities with the other offices (Germany, London).
- Overall responsibility for running the Graz Office.
- Arranging and organizing our future office move.
- Negotiate local supplier contracts.

Requirements for the position:

- The successful candidate will have proven experience in a corporate environment for at least three years, ideally in a Technology environment.



WORK WITH US

- Should be proficient in PowerPoint and all MS Office package to a high standard and with high levels of accuracy and high attention to details.
- Extensive experience of minutes taking and report writing.
- Can think outside the box, be creative and work as a team.
- The ability to multi-task and being reliable are essential.
- High level levels of communication.
- Very confidential when needed.
- Fluent English (spoken and written).
- Above all this, we need someone who can thrive as a new member of our team, be approachable and take the team to the next level!
- Start of work: 1st of July 2019

What you can expect from an employment at Desoma:

- An interesting and diversified job within a dynamic global team together individual and functional development
- A comfortable and family-oriented corporate culture
- Flat hierarchies and flexible working hours
- An exciting business field as well as an attractive national and international customer network
- 30 days annual leave

The collective minimum wage for this position will be € 2.338,- * 14 per year in accordance with our collective agreement ST1 based on a full-time engagement. But of course, we are willing to overpay and offer a market-compliant compensation according to your qualification and experience level.

If you fit our requirements and have interest in this position as well as working in the exciting field of cyber security and cyber defense feel free to contact us. We are looking forward to receiving your application till 31st of May 2019.

Please send your application to:

jobs@desoma.org

www.desoma.org



Desoma GmbH

Jakominiplatz 12 (3rd floor) 8010 Graz, Austria

Get in touch with us via mail: jobs@desoma.org or call: +43 – 316 – 810 330

