



Office Management / Assistant to the Institute Management (m/f/d)

[Graz University of Technology](https://www.tugraz.at)

Graz

Graz University of Technology is the most traditional technical and scientific research and educational institution in Austria and one of the largest employers in the region with around 3,500 employees. In its five areas of strength, the Fields of Expertise, TU Graz achieves top international performance and relies on intensive cooperation with other research and educational institutions as well as with business and industry worldwide. In the European university landscape, Graz University of Technology is increasingly competing for the best minds and resources.

For the **Institute of Computer Graphics and Knowledge Visualization** at the Graz University of Technology we are looking for a staff member in the

Office Management / Assistant to the Institute Management (m/f/d)

20 hours per week, expected to start in May 2021, substitute (8h).

Your tasks:

- Assistance to the institute management in all commercial and administrative matters
- Financial and administrative project management (cost and performance accounting, accounting of funded projects, scheduling, reporting, budget management, etc.) of the institute and the affiliated research unit of Fraunhofer Austria GesmbH.
- Organization of events (appointment coordination, room bookings, catering organization Creation of invitations/information materials, etc.)
- Support and advice for students and employees
- General administrative and organizational activities

Your profile:

- Completed commercial training or comparable vocational training (e.g. HAK, HLW, HAS, apprenticeship as office administrator, etc.)
- Matura desired
- Experience in project management (financial management, accounting of funding projects) desirable
- Good accounting skills (cost and activity accounting)
- Excellent computer skills (MS Office, especially Excel), SAP/BMD knowledge an advantage
- Commitment, independence and initiative
- Very good knowledge of German and English
- Experience in university operations an advantage

We offer:

- Varied workspace
- Collegial and friendly working atmosphere
- Safe and stable working environment
- Flexible working time arrangements
- University Sports Program
- Extensive training and development opportunities
- Public transport subsidy
- Occupational health management
- Most family-friendly company in Styria 2018
- Variety of dining options on campus
- Shopping discounts
- Library and much more.

We look forward to receiving your complete application (letter of motivation, curriculum vitae, references) by **24.03.2021** at the latest, quoting the code **7110/21/003** at personal.csbme@tugraz.at.

The minimum salary according to the collective agreement for this position is € 1,011.75 gross per month (for 20 h/week, 14x per year). Depending on experience, overpayment is possible. Graz University of Technology strives to increase the percentage of women and therefore explicitly invites qualified women to apply. Graz University of Technology actively strives for diversity and equal opportunities. People with disabilities and appropriate qualifications are expressly invited to apply.

Contact:

Graz University of
Technology Dean of the Faculty of Computer Science and
Biomedical Engineering
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Information on the data processing of your application can be found at
www.tugraz.at/go/datenschutzinformation-pa.