

Administrative Assistant for Research & Development

Date Posted: February 7, 2018

Location: Vienna, Austria

Position Summary:

Assistant (full time or part time) for Research & Development, to join our highly motivated team at Hookipa Biotech AG, a Vienna-based biotechnology company developing novel recombinant viral vector vaccines against medically important infectious diseases and cancer.

Main Responsibilities:

- Organization of meetings (internal & external)
- Shipments, correspondence and filing
- Travel arrangements
- Organization of internal events
- Other administrative support as needed

Qualifications:

- Completed Matura, further education preferred
- 2-3 years of relevant working experience in an international environment
- Fluency in German and English (both oral and written)
- Good command of MS-Office (Outlook, Word, Excel, PowerPoint), experience with MS Access is a plus
- Excellent communication skills
- High level of professionalism
- Team oriented, accurate and structured working style
- A positive, "can-do" attitude
- Some science education or previous employment in a biotech company preferred

What we offer:

- Diverse task oriented job
- Strong team with dedicated and passionate scientists
- State of the art infrastructure
- A dynamic and excellent working atmosphere
- Working in a multinational and multicultural environment

Minimum monthly gross salary from EUR 1950,- ; depending on experience and qualification salary can be negotiated. Starting date: As soon as possible.

Contact:

If you (m/f) are interested in this challenging position please send your CV including a cover letter summarizing your qualification and experiences to: talent@hookipabiotech.com

For more information on Hookipa Biotech please visit www.hookipabiotech.com