



At Anexia, we take responsibility for all the **challenges of the digital world** – each and every day. That’s because we see ourselves as the **“Digital Transformation Engine”**. And how do we succeed in this mission? It’s simple. We are a family of facilitators with innovative ideas. We’re capable of, want to, and allowed to make things happen. That’s what makes us so unique! Do you want to be a part of our digital revolution and make history with us? **#joinourrevolution**

LEHRE BÜROKAUFMANN/-FRAU (M/W/D)

Klagenfurt | full time

You are looking for a diverse environment with versatile tasks? You impress with accuracy and reliability and want to work independently in a young and motivated team? Then you are in the right place with us!

#PROFILE



- You are jointly responsible for organizing the daily office routine
- Your diverse range of tasks includes processing mail, inquiries by phone and email, and ordering
- You support in correspondence with customers, business partners, and employees as well as in fleet management up to coordinating travel and appointments
- The personal reception of visitors, including hospitality, also falls within your area of responsibility

#WANTED



- Successful completion of school and a high willingness to learn
- Accuracy, reliability and a sense of responsibility
- Open personality and a friendly, confident manner
- Ability to work in a team and organizational skills
- Good communication skills, both verbal and written
- Very good written and spoken German and knowledge of English

#REWARD

Anexia grew up as a family, and with our growth strategy, we intend to keep it that way. We like to take responsibility, respect one another, and we know that we can achieve whatever we put our minds to. We look after Anexia, and Anexia looks after us. Enthusiasm, experience, and competence count, so you can expect a fair salary and numerous benefits.

salary range



€929 in the 1st year of apprenticeship

Our benefits



We are more than just a workplace. Therefore, we offer our employees many benefits (which partly depend on your position and location): good transport connections and flexible working hours. Period. Not to mention further training, a mentoring program, free parking, a mobile phone and notebook, snacks and drinks, company cars, employee events, a fun corner, ...

#JOINOURREVOLUTION

APPLY NOW

#ABOUT

Anexia is offering high-quality and individual cloud- and managed hosting solutions as well as individual software and app development. Anexia is also running its own, independent data centers. Founded in 2006, Anexia is headquartered in Klagenfurt and has offices in Vienna, Graz, Karlsruhe, Nuremberg and New York City. The company serves numerous international customers.



Over 350 employees at more than 5 office locations in Austria, Germany and the USA



We are ISO-certified and have had a "very good credit rating" for years



Customers such as Lufthansa, McDonalds, TeamViewer, and many more trust in our quality



You have questions?

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