

+ BE YOURSELF – BECAUSE THAT’S HOW WE WANT YOU TO +

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**

TEAM ASSISTANT IM IT-UMFELD (M/W/D)

Klagenfurt, Vienna, Graz | full time, part time (from 30h/ week)

You are an organizational talent, have an eye for details and numbers as well as a high quality awareness? You convince with your structured and organized way of working and your open, communicative manner? Then you are exactly right in our young, dynamic team!

#PROFILE



Together with your colleagues, you take care of the needs of the System Operations department:

- Administrative support in daily business - e.g. processing travel expenses, expense reports
- Billing & Controlling - creation and post-processing of invoices including on-call duty shifts
- License and price management - maintenance of price data and creation of license reports
- Supplier management - support in renewing accreditations and maintaining supplier data
- Reportings & evaluations - create evaluations for Sales and other departments
- Process design - active design and improvement of current processes



#WANTED

- Completed commercial education (HAK, apprenticeship or equivalent), ideally with IT specialization
- Proficient in Excel and high IT affinity
- High commitment and organizational skills
- Independent and precise way of working
- Very good analytical skills, high quality awareness and teamwork
- Communicative personality, open mindset and hands-on mentality
- Excellent German and good English language skills in writing and speaking

#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



min. 34.622€

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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