

## + 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**

## BACKOFFICE ASSISTANT (M/W/D)

Vienna | full time, part time (min. 25 h/ week)

Are you a highly organized individual with a strong service orientation who enjoys taking responsibility and coordinating tasks independently? Do you work proactively, think ahead, and take pleasure in ensuring smooth and efficient office operations? Then you’ll feel right at home with us and have the opportunity to thrive.

### #PROFILE



- Ensure the smooth operation of back-office activities and independently manage day-to-day office tasks at our Vienna location
- Organize and handle written and telephone correspondence with clients, business partners, and employees
- Welcome and attend to clients and visitors on-site, including hospitality and preparing meeting rooms
- Independently manage orders for office supplies and other business necessities, as well as general errands (e.g. post office runs, office-related shopping)
- Support employees with business travel arrangements and coordination of our company-owned apartments (including bookings and key handovers)
- Process incoming tickets as part of daily operations (e.g. repair requests)

- Assist in the preparation and documentation for ISO certifications
  - Contribute to the continuous improvement of internal processes, manage complaints, and proactively minimize issues through constructive input and a service-oriented approach
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## #WANTED

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- Completed commercial training (e.g. HAK, HASCH, apprenticeship) or equivalent professional experience
  - Proficiency in MS Word and Excel
  - Strong service orientation and team spirit, along with flexibility in handling a variety of tasks
  - Open, communicative personality with excellent interpersonal skills and a professional demeanor
  - Excellent written and spoken German, as well as good English skills
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## #REWARD

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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

**anexia**

**netcup**<sup>®</sup>

 **TELEMATICA**

**DATASIX**  
DATACENTER

 **SSP**  
EUROPE

## You have questions?

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