

+ 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**

PROJECT ASSISTANT - NEW OFFICE SITE (M/W/D)

Klagenfurt, Remote | part time

At Anexia, we are currently writing the next chapters of our company’s success story – including a new office location that needs to be professionally planned and executed. As a Project Management Assistant, you will keep all the threads together, coordinate schedules and stakeholders, and ensure that no detail gets lost – if that sounds like you, then you’re exactly who we’re looking for.

#PROFILE



- Assisting and standing in for the project manager on project-related tasks
- Independently planning schedules and workflows, as well as coordinating all project-related meetings
- Participating in meetings with internal and external stakeholders and ensuring structured follow-up
- Collaboration with project management, construction managers, architects and authorities
- Comprehensive documentation of project progress, decisions and actions
- Preparation of documents, reports and proposals for project management



#WANTED

- First professional experience or a completed apprenticeship in project assistance, office management, construction or a related field
- Strong organizational skills and the ability to manage multiple tasks simultaneously
- A Proactive and independent working style with a high level of personal responsibility
- Excellent communication skills when interacting with various stakeholders – from internal teams to public authorities
- Quick learning ability and practical common sense when handling unforeseen situations

#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. 35.658€ (fulltime-basis)

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[®]

 **TELEMATICA**

DATASIX
DATACENTER

You have questions?

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