

+ 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)

Graz | part time (20-25h)

Are you an organizational talent with a high service orientation and love to independently coordinate things? Do you enjoy working proactively, thinking ahead, and taking pleasure in ensuring smooth and efficient daily office operations? Then you will feel comfortable and be able to develop wonderfully with us.

### #PROFILE



- Ensuring smooth operations in the back office at our Graz office
- Independently handling daily office tasks
- Processing incoming tickets in daily business (e.g. repair requests)
- General errands (post, shopping, etc.) and care for colleagues on site
- Appointment coordination and attendance with external companies and service providers (e.g. property management, painter, plumber)
- Support in preparation and documentation for ISO certifications

## #WANTED

---



- Completed commercial education (e.g. HAK, vocational training, etc.) or relevant professional experience
- Proficient in MS Word and Excel
- Strong service orientation and teamwork skills
- High organizational ability and flexibility in task execution
- Open, communicative personality with high social competence and a professional demeanor
- Very good German language skills in speaking and writing, as well as good English language skills

---

## #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€ (on a full-time 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



### **You have questions?**

Daniela KOZÓ | Telephon: +43-50-556 | E-mail: [career@anexia-it.com](mailto:career@anexia-it.com)