

+ 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**

FRONT OFFICE MANAGER:IN

Vienna | full time (38,5h)

Are you an organizational talent with a strong service orientation who loves coordinating things independently? Do you enjoy working proactively, thinking ahead, and finding joy in keeping the daily office routine running smoothly and efficiently? Then you'll feel right at home with us and can truly thrive.

#PROFILE



- Friendly reception and professional support for clients and visitors, as well as being the first point of contact for colleagues on organizational matters in day-to-day office life
- Organization of our Vienna office location: from procuring office supplies and refreshments (e.g. fruit basket, milk) to processing incoming and outgoing mail and collaborating with facility management
- Independent management of meeting rooms, from basic setup (e.g. water, glasses, tidiness) to individual preparation for internal and external meetings
- Handling phone calls and written correspondence with clients, external companies, and service providers
- Processing incoming tickets as part of daily operations (e.g., repair requests)



#WANTED

- Completed commercial education (HAK, HASCH, apprenticeship, etc.) or equivalent professional experience
- Confident handling of MS Word and Excel
- Strong service orientation and team spirit
- High degree of organizational skill, initiative, and a solution-oriented mindset
- You can independently identify when action is needed or when something isn't running smoothly in the office, and you take the initiative to address these issues
- Open, communicative personality with strong social skills and a professional demeanor
- Very good written and spoken German skills as well as good English 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



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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