



EN

**Job title:** Assistant to the management (f/m/d) part-time/full-time, Wörgl (AT)

**Job description:** We are a fast-growing family business and specialist in Europe-wide transportation with a focus on intermodal and FTL. For our international & dynamic team with more than 100 qualified employees, we are constantly looking for motivated colleagues who share our passion for logistics, sustainability, customer orientation and teamwork.

To strengthen our team, we are looking for a part-time/full-time management assistant (f/m/d) at our Wörgl location.

**YOUR TASKS**

- Supporting the management in operational and administrative matters
- Collaboration in the development and implementation of the corporate strategy, e.g. as part of projects
- Responsible for internal communication and coordination between management and employees as well as external interest groups
- Preparing presentations, reports and analyses for the management team
- Ensuring smooth appointment management and organizing meetings and events, such as town halls, for the Executive Board

**Your strengths and qualifications:**

**YOUR STRENGTHS**

- Communicative, flexible and open-minded personality
- Enjoys organization and has excellent time management skills
- Accurate, structured and independent way of working and a high sense of responsibility
- A high affinity for numbers
- High reliability, trustworthiness and discretion
- Openness to change processes and challenges in a dynamic working environment
- Passion for social media and interest in its graphic implementation

**YOUR QUALIFICATIONS**

- Very good **German** (at least C1) and very good written and spoken **English** skills
- You are experienced in using MS Office tools
- You have completed a commercial apprenticeship
- Ideally, you have relevant professional experience in the field of administration/administration/assistance
- Knowledge in the areas of strategy development, business analysis and project management
- Ideally, you have relevant professional experience in marketing or internal/external communication
- A valid work permit for Austria is a prerequisite for this position (Non-EU citizens: please attach the work permit to the application)

**Our offer:**

**WE OFFER**

The salary for this position is based on the statutory regulations. The annual salary for this position is € 37,000 (gross) on a full-time basis, depending on qualifications and experience.

Our offer is also expressly aimed at applicants interested in part-time work, those returning to work and those with extensive professional experience.

- Flexible working hours
- Flat hierarchies
- A free shuttle from/to Wörgl train station adapted to working hours
- Meal allowance and health offers
- In addition, cool events and joint leisure activities

**Contact person:**

**HR**

Transped Europe GmbH Gewerbepark 1A-6300 Wörgl **tel** +43 5332 210-321 **mail** jobs@transped.at

All this sounds like an exciting challenge for you? Then send us your CV [online](#).

We are looking forward to receiving your application!

Apply online now:

<https://www.transped.at/job/144>