

## Your career in the growth market environment-friendly energy technologies.

We are an internationally operative technology company, working in the field of efficient environment-friendly exterior LED-lighting. We are based in Vienna, currently employing 40 people. Our focus is on premium solar lighting with high quality design standards.

To enhance our team at the earliest possible date, we are looking for a

# Secretary

## Your tasks

- Assisting the managing director and the senior executives
- Mail processing, reception, telephone
- Appointment management
- Correspondence (to be handled independently)
- Paperwork, including tape dictation
- Pre-accounting, assigning of receipts, preparation of payments
- Order processing, accounting
- HR management
- Travel organization and travel settlements
- Office Organisation
- Layout/ proofreading of documents and reports
- Designing of PowerPoint presentations

## Your profile

- Relevant education (f.e. commercial college), a university degree would be preferable
- Multiple years of relevant working experience
- Excellent knowledge of Microsoft Office, possibly even Photoshop etc.
- Good typing skills (at least 45+ words/ minute)
- Commitment and quality of work above average
- A strong service focus and high flexibility
- A structured and efficient way of working
- Accuracy and reliability, absolute confidentiality
- Perfect written and spoken English and German; French would be of advantage

## Our offer

- A varied range of work in a dynamic growth market
- Innovative and unique products with high market potential
- An ambitious and interdisciplinary team with flat hierarchies
- Appropriate remuneration
- Excellent personal development opportunities

The minimum annual salary (based on the Collective Agreement) amounts to € 30,000. The actual salary is higher and is aligned to professional experience and qualification.

If you are interested in this position, please send your sound application (including a photo, your availability and salary expectations), preferably by e-mail, to: [dieter.hornbachner@hei.at](mailto:dieter.hornbachner@hei.at).

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