

# ASSISTANT (m/f) PROJECT & SITE MANAGEMENT

## Tasks:

- Active management support in all organizational and administrative matters, as well as operative tasks
- Organizing events and conferences
- Preparation of reports as well as budget-, strategy- and board-presentations
- Organizing, participating, taking minutes and following-up on meetings
- Booking and organizing business trips and accommodations
- Administration of databases, filing systems and cost centers (SAP knowledge beneficial)

## Qualifications:

- Completed commercial education (HAK, HLW or equivalent)
- Several years of relevant professional experience as an assistant, ideally in an industrial setting
- Excellent MS Office skills
- Excellent German and English skills with one of those as native language
- Discretion and responsible handling of sensitive information and data
- Great degree of reliability, accuracy and self-reliance
- Flexibility, adaptability and tactfulness
- Excellent communication and organization skills, as well as the ability to work in teams

## Our offer:

We offer you a very independent and diversified function.

For this position we offer a gross monthly salary of at least € 2.487,61 depending on qualification and professional experience.

Development opportunities within our international group remain open to you.

## Application:

Please submit your application through the portal on our homepage:  
<http://www.andritz.com/>

You also have the option of uploading your application documents (CV, certificates, and photo).

We look forward to receiving your application.

The ANDRITZ GROUP is a globally leading supplier of plants, equipment, and services for hydropower stations, the pulp and paper industry, the metalworking and steel industries, solid/liquid separation in the municipal and industrial sectors, and the production of animal feed and biomass pellets. The publicly listed, international technology Group is headquartered in Graz, Austria, and has a staff of around 25,700 employees. ANDRITZ operates over 250 production sites as well as service and sales companies all around the world.

We are looking for an Assistant (m/f) for Project & Site Management to join our **PULP AND PAPER** business area in **Graz**, Austria:

**ANDRITZ AG**  
**Stattegger Straße 18**  
**A-8045 Graz**  
**Contact Jasmin Mayr**  
**Phone +43 (316) 6902 2288**