



# Swimsol

## Job Description

Management Assistant (m/w)



Together with scientific and industrial partners Swimsol developed the world's first floating offshore solar power system for the sea. Our current focus is on tropical island regions near the equator, where space on land is very limited and solar irradiation is high. We provide innovative and unique worldwide solutions to these challenging environments – and to support us we are hiring a

## Management Assistant

at our office in Vienna

### What we offer:

- Being part of an extremely motivated team in a unique company
- Diverse and exciting tasks in an international environment
- Insights and cross-overs into almost all aspects of the business
- Work-life-balance friendly employment for 32-40 hours per week
- A friendly working atmosphere in a young and dynamic team
- A flat hierarchy with the chance to branch out and develop your interests
- Fulltime salary depends on qualifications and expertise, starting at EUR 2.000,00 gross per month fulltime equivalent

### What you will be doing:

- Support our management in the organizational fronts
- Handling some HR-related responsibilities, including our operations in the Maldives and Seychelles
- Support in implementing and improving internal processes (e.g. an ERP system)
- Support in designing and improving contracts
- Supporting management in urgent matters and emergencies with your out-of-the-box thinking and problem-solving capabilities, especially because in our day-to-day business new challenges arise all the time – so be quick on your feet!
- Support in the preparation of presentations and calculations
- Broaden and be part of our product management, learning about every aspect of our solar systems

### Who you are:

- Newcomers from different backgrounds welcome - ideally finished with an economic or judicial education, with A-levels/Matura and/or still studying something economic/judicial (but our focus lies more on your perceptivity and learning aptitude than academic accomplishments)
- A very high level of proficiency with MS Office is a must
- Structured, independent and ready to take responsibility for a range of tasks
- Diligent and reliable, also when working under pressure
- Have a passion and intuition for people/communication and environmental issues
- Excellent German and English skills of the written and spoken languages

The position is open for employment as of today. If you're interested, please send your CV, cover letter (English or German) and the Self-Assessment sheet available on our [website](https://www.swimsol.com) to [jobs@swimsol.com](mailto:jobs@swimsol.com).

For further information please visit [www.swimsol.com](https://www.swimsol.com)