

WE ARE MOVED BY CHEMISTRY & PREPARING FOR THE FUTURE – LET’S BUILD IT TOGETHER!

Import and distribution of chemical materials for customer industries throughout Europe is competence and business of our privately owned group. We are growing on our own. Our multinational team - currently situated in fifteen locations in Europe and Asia - belongs to the best performing sales organizations of our multinational and local clients. Having a healthy financial basis, we continue to expand our personnel organization and offer attractive positions at several European sites.

SERVICE CENTER ASSISTANT (m/f/d)

Support of the Administration Team & Front Desk Operations

Part-Time (35 hours/week) or Full-Time

Working languages: German, English / Location: Headquarters Vienna

Your Business and Area of Responsibility

- As the initial point of contact for colleagues and guests, you proactively provide excellent support and assistance.
- You will support our Administration Team with the incoming call and e-mail correspondence, handling original documents, data processing and supervision.
- Travel Management will be one of your responsibilities, involving support with various arrangements such as transportation and accommodation, ensuring smooth and efficient travel experiences for your colleagues.
- You will be responsible for the hosting of our E-Library as well as managing the Equipment/Stationary Stock.
- Reviewing and preparing costs and invoices related to your task for revision and approval will be your responsibility.

Your Profile & Talents

You are looking for a chance to grow in international business and to work with a company where performance, initiatives, teamwork as well as loyalty is rewarded!

- You possess a team-oriented mindset and pay close attention to detail.
- You hold a college degree (e.g. HASCH/FS) or have completed an apprenticeship in office management.
- You have acquired professional experience in a related field of work.
- You have an accurate work-style and a hands-on personality.
- As the first point of contact at the front desk you demonstrate excellent manners and neat appearance.
- You are logical in your thinking, quick to understand and open to learn.
- Your communication skills are excellent, being business fluent in German and English.
- You have very good MS Office skills.

We are looking forward to get to know you!

100% discretion is granted.
Please send your full application to:

recruitment@prochema.com

PROCHEMA GmbH Headquarters

Twin Towers A02
Wienerbergstraße 11
1100 Vienna, Austria

Phone: +43 1 605 60
Website: prochema.com

Our Offer

- Target gross annual salary starts at EUR 31,200.00 (based on full-time employment) - overpayment depending on qualifications and experience.
- A responsible position & the chance to grow on an interesting, versatile and dynamic job in a multicultural open working atmosphere.
- A secure employment in a financially sound international company.
- Fringe benefits such as subsidized lunch, modern infrastructure of MyHive am Wienerberg with restaurants & shops nearby.

