



## Opportunity Management - Assistant (all genders, part-time, 5 days/week)



Vienna



experienced



part

-time



all genders



immediate start



Opportunity Management

## Your Tasks

Supporting the Head of Department and team members in administrative and organizational matters  
Independent completion of various tasks including travel management, appointment coordination, filing organization and record keeping as well as billing  
Preparation, organization and follow-up of meetings and appointments  
Independent preparation of documents and presentations as well as content research (Internet, subscribed information providers, ...)

MORE ABOUT THE DEPARTMENT



## Your Benefits

## Your Profile

Several years of professional experience, preferably in a comparable position  
Independent, proactive and precise way of working as well as a high level of commitment  
Very good organizational skills and flexibility  
Very good MS Office skills  
Excellent written and spoken German and English skills

Based on the legal requirements, we inform about the monthly minimum salary according to the collective agreement. For this part-time position (20h/week) we offer a monthly salary of EUR 3 053.76 gross (based on full-time). Of course, the remuneration package is market-compliant. It is important to us that your salary is based on your qualifications and experience, therefore we will discuss the salary together in a personal interview.

**This part-time position is to be filled immediately.**

Vienna Insurance Group is the leading insurance group in Central and Eastern Europe (CEE). With around 30,000 employees in more than 50 insurance companies and pension funds in 30 countries, we work for around 33 million customers every day. We do this successfully, which is why VIG Group has an “A+” rating with a stable outlook. We are characterized by commitment, competence and service orientation on the one hand, and a diverse team with different talents and exciting areas of work in an inclusive environment on the other. We stand for diversity and respect, which is why we see it as enriching to employ people from different backgrounds, ages, genders, sexual orientations, religions and abilities. Become part of our diversity!

## Contact

I am looking forward to your application and I am at your disposal for questions.

Please note that we are not allowed to accept applications by e-mail due to data protection regulations. For this reason, use the link to our application portal.

[Apply now](#)



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