



General Secretariat and Legal - Assistant (all genders, maternity cover)



Vienna



experienced



full-time



all genders



immediate start



General Secretariat and Legal

Your Tasks

Responsibility for meeting preparation and follow-up (Executive Board meetings, Supervisory Board meetings, Annual General Meeting)

Office management including appointment coordination, telephone support, filing organisation, travel organisation, complaint management, etc.

Co-operation with interfaces within VIG (national and international)

Solving ad hoc enquiries

[MORE ABOUT THE DEPARTMENT](#)



Your Benefits

Your Profile

Completed degree, preferably in the commercial sector

Professional experience in a comparable position

Ideally experience in project management

Proactive, humorous, team-orientated personality with a quick grasp and precise working style

Stress resistance and flexibility in rapidly changing situations

Professional and confident appearance, excellent organisational skills

Good communication skills in German and English

Based on the legal requirements, we inform about the monthly minimum salary according to the collective agreement of EUR 3 053.76 gross on the basis of full-time employment (37.5 hours / week). 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 full-time position is to be filled immediately. This is a maternity leave replacement.

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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