



# DEPARTMENT ASSISTANT

Employment <b>VOLLZEIT</b> 38,5 h	Location <b>MUNDERFING</b> OÖ, Nähe Salzburg	Gross salary / year <b>€ 42.000,00</b> Overpayment possible
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## We create a good atmosphere

- For this job with a wide range of development and organisational opportunities, we offer you an attractive salary that is well above the collective agreement (for information and consulting). The minimum salary for a full-time position is € 42,000 gross per year with the willingness to overpay depending on qualifications and experience.
- Flexible working hours allow you to balance your family, leisure interests and job.
- Extensive training and support for further development are a matter of course for us.
- We are happy to adapt your workplace to your personal needs (ergonomic office chairs, height-adjustable desks, etc.).
- Your health is important to us. We provide free full meals during working hours.
- For every day that you travel to work in the most environmentally friendly way possible, you will receive a small allowance from us.
- If you are frequently travelling for us, we will provide you with an ÖBB-Vorteilscard or an electric company car (free of charge).
- You have the exclusive opportunity to acquire company shares within the group of companies and thus participate directly in the success of our company.
- And because we offer all of the above, we can shine with an excellent working atmosphere.

## An exciting range of tasks awaits you

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### **EWS**

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- You will support the division management in the creation, calculation and follow-up of quotations and ensure smooth quotation processing.
- You will be involved in order processing and reliably maintain and manage the relevant project data.
- You will support the team with time recording.
- In close collaboration with the divisional management and accounting department, you will prepare invoices and create them on time.
- You will support the dunning process and track outstanding receivables to ensure an efficient payment flow.
- You will take on administrative and organisational tasks to support the division management.
- You will support ongoing projects, take on general assistance and administrative activities and contribute to the implementation of special tasks.

**You can support us with this knowledge and experience**

- You have successfully completed a commercial college, training as an industrial clerk or comparable commercial training.
- You have very good MS Office skills, especially in MS Excel and MS Word.
- You have a hands-on mentality, commitment and a willingness to take on responsibility.
- You have a very good command of German and good written and spoken English.
- You work in a structured, careful and independent manner and are characterised by a high degree of organisational skills and accuracy.
- You have a real team player mindset and handle sensitive data and information confidentially and discreetly.