

If you want to work in an international environment and handle all tasks associated with the reception, then apply for:

Position Announcement  
**Receptionist (m/f/d)**  
**Full-time (40h/w)**

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### Job Description

- Academic Assistant: Completing administrative duties such as travel arrangements, keeping records, input and verifying of data, drafting of letters, evaluation forms, etc.
- Responding to general and student or lecturer enquiries; making appointments and travel arrangements
- Assisting in the organization of university events
- Maintaining of inventory of supplies, updating the phone directory and handling cash
- Sorting incoming and outgoing mail; receiving and redirecting calls
- Managing the key system and screens
- Welcoming visitors
- Functioning as library back-up and helping with our research database

### Requirements

- Bachelor degree desirable and relevant work experience in office management or front desk; prior work experience at a university desired
- Advanced oral and written communication skills in English; good command of German (B2) level
- Proven ability to work independently, prioritize tasks and multi-task
- Strong interpersonal communication skills
- Ability to work under pressure while providing a consistent level of customer service; maturity and strong work ethic
- Valid permit to work in Austria
- Positive work attitude

The position reports to the Head of the Library. Success is measured through teamwork, initiative, flexibility to change, excellent communication skills and a strong service orientation. The position requires fixed working hours, Monday to Friday, 08:00-16:30 or 08:30-17:00. The position is to be filled as soon as possible.

We offer a gross monthly salary of € 2,000 (full-time equivalent, 14 pay periods) with the possibility of overpayment depending on qualifications and experience. We are looking forward to your application including your letter of motivation and CV to René Schamann via [rene.schamann@modul.ac.at](mailto:rene.schamann@modul.ac.at) under the subject of "R19".

Modul University Vienna is an equal opportunity employer with a strong commitment to equality and diversity that does not discriminate on the basis of disability, gender or gender expression, sexual orientation, age, social class, national origin, religion, ethnicity, race or color. We especially encourage qualified women and members of minority groups to apply and welcome all applications that can contribute to a diverse working culture.

Modul University Vienna is an international private university owned by the Vienna Chamber of Commerce and Industry, the largest provider of private education in Austria.

Since 2007, Modul University Vienna has been offering cutting-edge education (BBA, BSc, MSc, MBA and PhD study programs) in the areas of international management, new media technology, public governance, sustainable development, and tourism and hospitality management.

### We Offer



Flexible working hours



International team



Training opportunities



Independent working environment

