

# Job market 2907

With around 6.500 employees and 8.600 students, the Medical University of Vienna is one of the largest top-level biomedical research and teaching institutions in Europe. The **Ignaz Semmelweis Institut – Interuniversitäres Institut für Infektionsforschung (Direktion) der Interuniversitären Organisationseinheiten** is looking for a discreet, committed, service-oriented individual to fill the role of **Institutes Assistant (m/f/x)** (full-time – 40 hours per week) to support the Director and Administrative Manager. This is a permanent position.

Help shape the future of the Ignaz Semmelweis Institute – in a key role with responsibility and impact.

Are you an organizational talent who thrives on keeping things running smoothly, thinking ahead, and working in a structured way? Are you looking for a meaningful, diverse position with responsibility and room to grow? Then we look forward to getting to know you!

## Your Tasks – varied and impactful

- Independent administrative and organizational support for the Director and the Administrative Manager
- Scheduling and coordinating appointments, travel, and meetings – including preparation, follow-up, and minute-taking
- Creating and designing professional presentations, decision-making documents, reports, and internal guidelines
- Reviewing and quality-checking documents for the Director's signature
- Proactively managing deadlines and prioritizing tasks
- Acting as a reliable communication hub between internal and external stakeholders – in both German and English
- Digitizing and organizing documents in a structured manner
- Contributing to the continuous improvement of administrative processes and workflows

## Your Profile – professionally qualified, personally convincing

- University degree (Master's or equivalent)
- Several years of relevant professional experience in a similar role, ideally in an academic or scientific environment
- Excellent written and spoken communication skills in German and English
- Proficient in MS Office and common web conferencing tools
- Strong communication and interpersonal skills with a professional demeanor
- Highly organized, precise, and proactive approach to work
- Discretion, loyalty, and resilience under pressure
- Ability to prioritize and manage multiple tasks simultaneously

## We Offer

- A responsible and varied position with close collaboration with the Institute's leadership
- A committed team within a dynamic, research-oriented environment

- The opportunity to actively shape internal processes and contribute your own ideas
- An appreciative working atmosphere with flat hierarchies and open communication
- Job ticket as a contribution to climate protection
- Secure employer with a pleasant working atmosphere
- Company pension scheme for all employees
- Low cost parking and parking spaces for bicycles available
- Flexible working hours
- Good work-life balance
- Good transport links in a central location
- Canteen with discounted meals
- Numerous employee discounts and promotions
- Year-round childcare such as company nursery or holiday activities
- Comprehensive training and development program
- Counselling services as required
- Health measures for prevention and health promotion
- Employee events (events for networking and celebrating as well as specialist presentations)
- Accessibility and commitment to diversity and inclusion

The minimum monthly salary for this position (Uni-KV, VerwGr. IVa) is currently Euro 3.390,-- gross (14x per year) on a full-time basis and may be increased by taking into account relevant previous experience and other salary components related to the specificities of the job.

We welcome and encourage applications from people with disabilities and/or chronic illnesses. If you have any questions, please contact the Disability Liaison Officer of MedUni Vienna. Information can be found at <https://br-ap.meduniwien.ac.at/en/ueber-uns/behindertenvertrauenspersonen/>.

Please see [www.meduniwien.ac.at/datenschutz/bewerbungen\\_en](http://www.meduniwien.ac.at/datenschutz/bewerbungen_en) for our data protection policy.

**Does this sound like you? We look forward to your application!**

Bring your skills and personality to the Ignaz Semmelweis Institute – and help us drive excellence and innovation forward.

Please send us your complete application documents, consisting of a CV, covering letter and, if applicable, references and certificates in support of the required qualifications. For regulated professions, please also enclose proof of professional authorisation.

Please quote **reference number: 410/25** in the subject line and send your application by **02/07/2025** to: [bewerbungen@meduniwien.ac.at](mailto:bewerbungen@meduniwien.ac.at).

We look forward to receiving your application!