



AOP Health is the European pioneer for integrated therapies for rare diseases and in critical care. To enhance our team in Vienna we are looking for a:

Senior Associate, HR Operations Excellence & Compensation

1190 Vienna | Temporary/seasonal | Start: 20.05.2025 |



AOP Health is seeking a Senior Associate, HR Operations Excellence & Compensation for a fixed-term 12-month assignment to maintain, enhance, and optimize HR operations and compensation processes.

What Your Day To Day Will Look Like

- Maintain accurate and up-to-date employee records in SAGE DPW
- Coordinate payroll and benefits administration in collaboration with external providers
- Serve as the first point of contact for employee inquiries and HR-related matters
- Support the end-to-end onboarding and offboarding processes
- Manage administrative tasks related to training, performance reviews, and HR documentation
- Collaborate with the HR Operations & Payroll Manager to optimize processes and enhance operational efficiency
- Assist in the execution of the annual salary planning process in partnership with HR Business Partners
- Support the short-term incentive (STI) cycle, including data gathering, validation, and stakeholder communication
- Lead the implementation, configuration, and continuous enhancement of the SAGE DPW system
- Develop and maintain advanced people analytics to support data-driven HR decisions

Your Qualifications and Experience

- Minimum of 5 years of experience in HR operations and payroll

Main Benefits

- ★ Bonus
- 🏠 Homeoffice
- 📱 Employee mobile phone
- 🕒 Flexible working hours
- 💻 Laptop
- 🍴 Canteen
- 🚊 Good transport connection
- 👨‍⚕️ Company doctor
- 🅑🅖 Parking spot
- 💳 Employee discount

Your Contact

- Strong knowledge of labor laws and payroll regulations in Germany and Austria; familiarity with Swiss regulations is a plus
- Fluency in both English and German (written and spoken)
- Hands-on experience with HR systems; prior experience with SAGE DPW is highly desirable
- Structured, service-oriented approach with demonstrated leadership skills

Our offer

- An open corporate culture with the opportunity to contribute your own ideas
- Working independently in a collegial and committed team
- Modern working environment with good public transport connections (U4 - Heiligenstadt)
- Flexible working hours (flexitime/time-out days), bonus scheme, additional benefits and employee events
- Structured onboarding and support through a buddy system
- The gross annual salary in accordance with the collective agreement (KV) for this role is 50 400 EUR on a full-time basis (38.5 hours/week) with willingness to pay more if you have the appropriate qualifications and experience

If you would like to work as a team player in an international environment and can identify with our values "Agile, Ambitious, Aligned, Accountable and Appreciative", then: Take this CHANCE!



Larisa Barkowski

Further information on our website:
aop-health.com