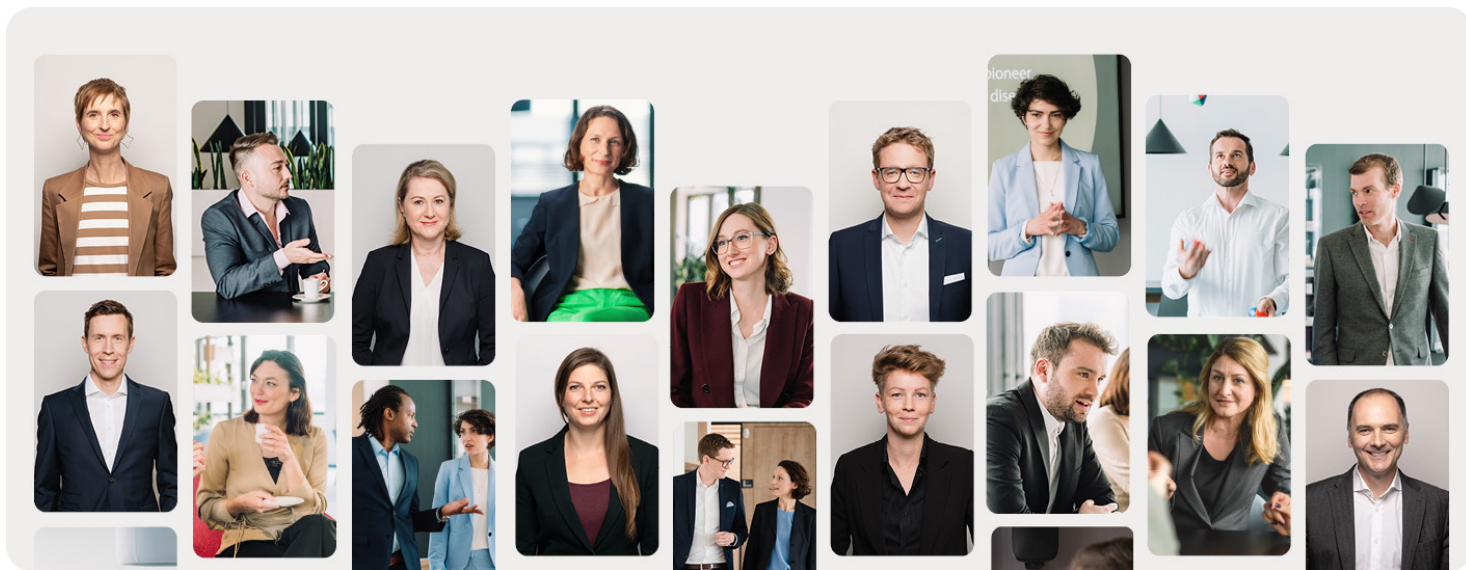


AOP Health is the European pioneer for integrated therapies for rare diseases and in critical care. To enhance our team in Vienna we are looking for a:

Manager HR Operations DACH

1190 Vienna | Full-time employee | Start: 20.05.2025 |



AOP Health is seeking an HR Manager with a strong focus on DACH HR operations and payroll. In this role, you will ensure compliant and standardized payroll and HR processes, maintain accurate employee data and coordinate with Finance and external partners. Your leadership will be essential in driving operational excellence and supporting the regional HR Operations & Payroll team.

What Your Day To Day Will Look Like

- Ensure compliant and standardized payroll and HR processes across the organization
- Maintain accurate and up-to-date employee data in SAGE DPW
- Coordinate interfaces between HR, Finance, and external service providers (e.g. payroll providers, tax consultants)
- Represent the company in labor-related matters with external institutions and authorities
- Serve as the first point of contact for employees and employee representative bodies (e.g. works council)
- Oversee and continuously improve onboarding, offboarding, and employee training processes
- Provide functional leadership and coordination for the regional HR Operations & Payroll team

Your Qualifications and Experience

- A Master degree in HR, business, or related field
- Minimum of 5 years of hands-on experience in HR operations and payroll
- Strong and up-to-date knowledge of labor law and payroll regulations in

Main Benefits

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

Germany, Austria, and/or Switzerland

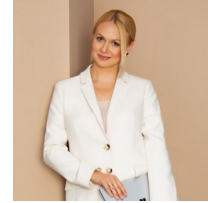
- Fluency in both English and German, with excellent written and verbal communication skills
- Proficient in HR systems such as HRworks, SAGE DPW, Workday, Personio, or similar platforms
- Structured, solution-focused, and service-oriented working style
- Willingness to travel up to 25% per month across relevant locations

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 53 732 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!

Your Contact



Larisa Barkowski

Further information on our website:

aop-health.com