

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 an:

Associate Car Fleet Management (30h/week)

1190 Vienna | Part-time employee | Start: as of now |



We are looking for an organized and service-oriented Associate Car Fleet Management to support the administration and coordination of our international company car fleet. In this role, you will help ensure smooth fleet operations, accurate data management, compliant processes, and professional support for employees, country organizations, and external partners.

What Your Day To Day Will Look Like

- Maintain and update cars, driver, contract, insurance, supplier, and fleet-related data.
- Coordinate company car onboarding and offboarding activities, including vehicle orders, deliveries, returns, and related documentation.
- Work closely with leasing companies, fleet management providers and insurance partners.
- Follow up on service requests, damage cases, insurance matters, operational fleet issues, and invoice-related topics.
- Support the implementation and harmonization of international fleet policies and processes across country organizations.
- Prepare regular reports and ad-hoc analyses on fleet costs, CO2 emissions, vehicle usage, mileage, and contract data.
- Act as a trusted first point of contact for employees regarding company car policies, processes, and operational questions.

Your Qualifications And Experience

- Completed commercial education (e.g., HAK), degree from a university of applied sciences, or a comparable qualification.
- 3+ years of professional experience in fleet management, leasing, procurement, insurance, administration, or a similar area.
- A structured, reliable, and detail-oriented approach to work.
- Ability to manage data, documentation, contracts, and deadlines independently and accurately.

- Experience with fleet management systems or reporting tools is an advantage.
- Strong communication skills and a service-oriented attitude.
- Very good German and English language skills, both written and spoken.
- Ability to work effectively with colleagues and external partners in an international environment.

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
- Due to legal requirements, we are obliged to disclose the collective agreement minimum salary, which is EUR 38.640,- gross per year, based on full-time employment. However, our actual remuneration packages are market-oriented and aligned with your qualifications and professional experience.

By submitting your application, you accept [AOP's Data & Privacy Policy](#).

Main Benefits



Bonus



Homeoffice



Employee mobile phone



Flexible working hours



Laptop



Initial and continuing education



Canteen



Good transport connection



Employee events



Meal allowance



Company doctor



Parking spot



Healthmeasures



Employee discount

Your Contact



Angelika Drabek
Manager Talent Acquisition

Further information on our website:
aop-health.com