

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:

Talent Acquisition Manager

1190 Vienna | Full-time employee | Start: 19.05.2025 |



AOP Health is seeking a Talent Acquisition Manager to drive and execute our strategic talent acquisition objectives. In this role, you will manage the full-cycle hiring process, offer insightful guidance to hiring managers, and ensure a smooth, engaging experience for candidates. Your expertise will be key to attracting the right talent and supporting our continued growth.

What Your Day To Day Will Look Like

- Manage the end-to-end recruitment process for assigned roles, including active sourcing of passive candidates, designing and facilitating assessment activities.
- Collaborate with hiring managers to understand hiring needs and provide recruitment support, ensuring alignment with business objectives.
- Oversee the entire candidate journey ensuring a positive experience and impact on our employer brand.
- Build talent pipelines for current and future hiring needs.
- Manage recruitment agency relationships.
- Ensure that our diversity, equity and inclusion agenda is reflected in recruitment practice.
- Act as an ambassador for the company, helping to raise our profile and maintain our reputation as an employer of choice.

Your Qualifications and Experience

- Degree in business administration with a specialization in HR or comparable education
- 5+ years of recruitment experience, preferably in the recruitment agency

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

or an international scale-up environment

- Skilled in designing and conducting interviews and other assessment processes, with hands-on experience using applicant tracking systems like Greenhouse or Lever
- Excellent verbal and written communication skills in English, proficiency in German is a strong advantage
- A self-driven and proactive work style, with exceptional time management skills
- Well organized, able to focus on multiple projects and prioritize effectively
- Strong solution orientation, enthusiasm, and the ability effectively manage multiple stakeholders qualities that round out your professional profile

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). We are willing to offer a higher salary depending on your qualifications and relevant 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