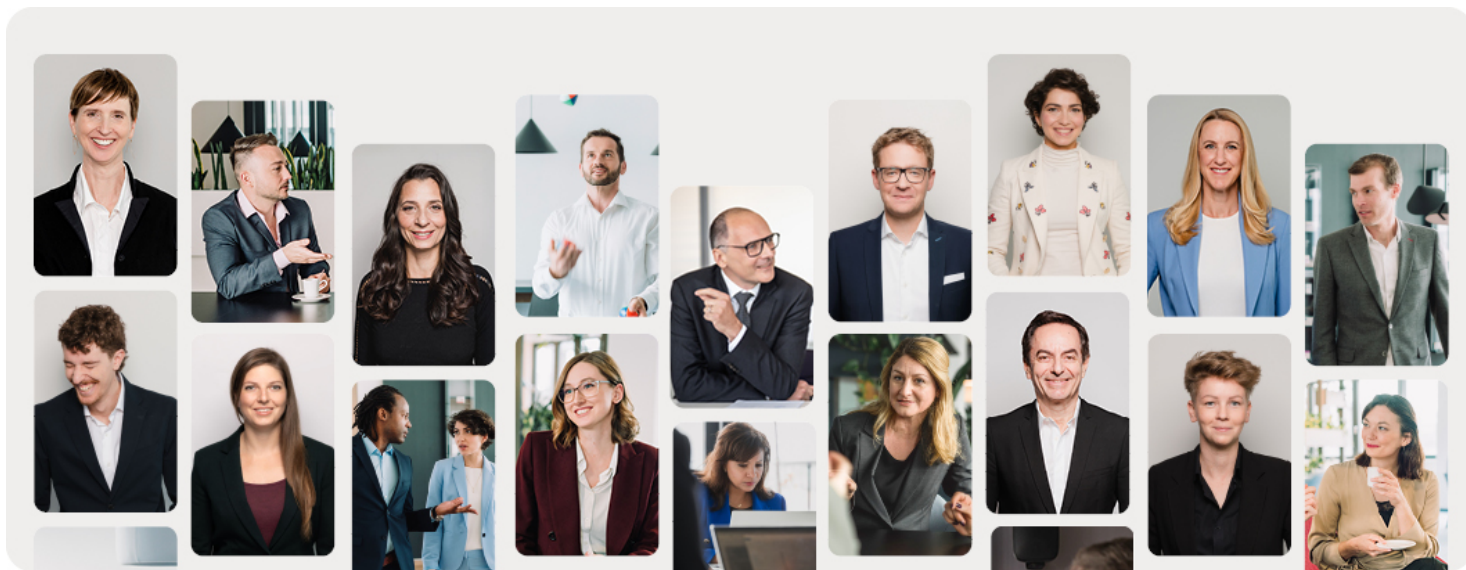


AOP Health is the European pioneer for integrated therapies for rare diseases and in critical care. To enhance our team in Vienna we are looking for an:

## Assistant R&D Operations part-time (20h/week) (f/m/d)

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



***In this position you will support the daily administrative and operational activities of the Research & Development department. You'll ensure smooth coordination across teams, assist with documentation and reporting, and contribute to project management support.***

### What Your Day To Day Will Look Like

- Support R&D operations by coordinating calendars, meetings, and logistics for cross-functional teams.
- Assist in maintaining and organizing documentation such as project management tools, study reports, SOPs, and meeting minutes.
- Contribute to project tracking and timelines under guidance from the Senior Associate R&D Operations.
- Support management of internal tools like SharePoint, Invoice Hub, and Contract Database.
- Assist with submission and consolidation of internal updates, dashboards, and reports.
- Support the onboarding process for new R&D team members (e.g., training material coordination, system access requests).
- Assist in preparing presentations and internal communications.
- Collaborate with Finance and Technical Operations to facilitate timely operations.
- Help organize R&D events, workshops, and off-site meetings.
- Coordinate meetings, logistics, and documentation related to early asset evaluation and triage activities.
- Assist with the collection, formatting, and distribution of scientific and competitive intelligence materials to support early asset assessments.

### 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

- Provide administrative and operational support across all R&D departments (e.g., PCD, CDS, CMD, and R&D Ops).

## Your Qualifications and Experience

- Bachelor's degree in life sciences, business administration, or related field.
- 3-5 years of industry experience or 1-2 year(s) experience specifically in Pharma/Biotech R&D environment.
- Strong organizational and multitasking skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Experience with project management tools is a plus.
- Strong written and verbal communication skills.
- Comfortable working across departments and managing diverse tasks.
- Ability to handle confidential information with discretion.
- High motivation and proactive attitude in a dynamic 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
  - Gross annual salary provided for this function is a minimum of EUR 43.400.- based on full-time employment (38,5h/week). For this part-time role (20 hours/week), the gross annual salary is EUR 22.500.-
- Any potential overpayment depends on professional experience and qualifications.

*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



**Kathrin Breuer, BA, MA**  
Senior Associate Talent Aquisition

*Further information on our website:*  
[aop-health.com](https://aop-health.com)