

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:

Serialization Manager / Serialization System Owner (m/f/d)

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



Your Profile

- Completed commercial/technical training and relevant professional experience
- You work independently and impress with organizational skills, service orientation and a hands-on mentality
- Excellent communication skills
- Very good knowledge of German and English
- Craftsmanship
- Experienced handling of Office 365

Your tasks

- You are the first point of contact for facility problems and inquiries from our employees and the interface to external service providers (security, cleaning, access, alarm, maintenance companies)
- You organize and coordinate maintenance, servicing and repair work
- You are in constant contact with property management and suppliers and continue to develop relationships
- They support you in obtaining and checking offers, handling repairs and claims
- You plan maintenance work, create control plans and are responsible for the maintenance documentation
- You take over the support and administration of existing properties
- You carry out daily inspections and take care of small repairs and maintenance work in the house
- You manage the company's own parking spaces

Main Benefits

-  Bonus
-  Homeoffice
-  Flexible working hours
-  Initial and continuing education
-  Canteen
-  Good transport connection
-  Employee events
-  Meal allowance
-  Company doctor
-  Parking spot
-  Healthmeasures

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 monthly salary is EUR 2,500 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 and

Your Contact



Kenny Trappi
Talent Acquisition Manager

*Further information on our website:
aop-health.com*