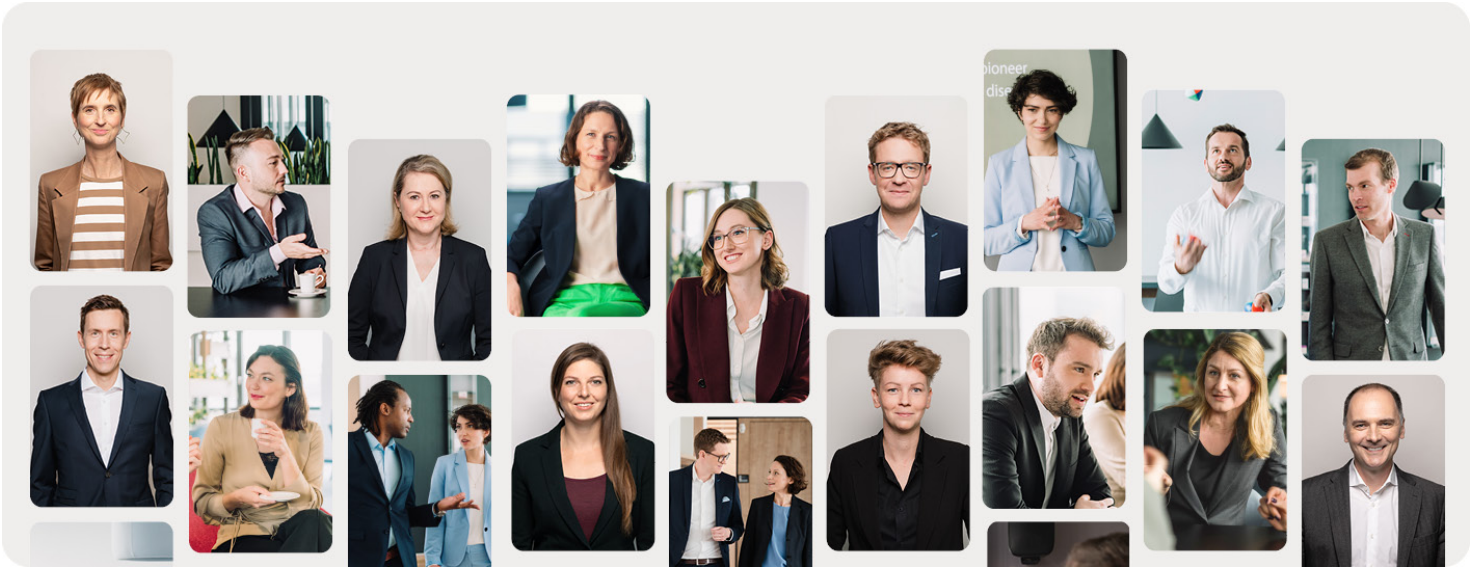




AOP Health is the European pioneer for integrated therapies for rare diseases and in critical care. To enhance our team in Vienna we are looking for an:

## Assistant Legal Affairs (part-time 20h/week) (f/m/d)

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



***We are seeking a detail-oriented and experienced Legal Assistant to join our HQ Legal Team. The ideal candidate will have prior experience in a law firm and will assist with legal documentation, contract management, and administrative tasks. This role requires excellent organizational skills, attention to detail, and the ability to work efficiently in a fast-paced corporate environment.***

### What Your Day To Day Will Look Like

- Act as a central point of coordination and administrative support for the legal team
- Organize meetings, calls and other department events
- Prepare agendas, take minutes, and coordinate follow-up actions for meetings
- Manage calendars, expense reports, and travel arrangements
- Assist with regulatory filings, legal correspondence and document management.
- Monitor contract lifecycles, renewals, and compliance deadlines
- Coordinate communication with external legal counsel and internal stakeholders
- Ensure compliance with corporate legal policies
- Provide administrative control of SharePoint and Microsoft Teams activities
- Make sure the office runs smoothly, and manage interactions with confidentiality and discretion

### Your Qualifications and Experience

### Main Benefits

- ★ Bonus
- 🏠 Homeoffice
- 🕒 Flexible working hours
- 🎓 Initial and continuing education
- 🍴 Canteen
- 👥 Employee events
- 🍷 Meal allowance
- 👨‍⚕️ Company doctor
- 🅑 Parking spot
- ❤️ Healthmeasures

### Your Contact

- Completed commercial education, HAK or higher school (HBLA, HLW, etc.)
- At least 3 years of professional experience as a legal assistant in a law firm setting
- Strong knowledge of legal terminology, procedures, and documentation.
- Proficiency in Microsoft Office 365 and SharePoint
- Excellent organizational and time-management skills
- Strong attention to detail and accuracy
- Ability to handle confidential information with discretion
- Strong written and verbal communication skills in English and German
- Proactive work style, team-oriented and resilient
- Self-starter, passionate about your work and contributing to our team's success

### **Our Offer**

- Open corporate culture with the opportunity to bring in your own ideas
- Great opportunities for personal and professional development
- Attractive work environment with excellent career opportunities and flat hierarchies
- Competitive salary package plus bonus and various benefits
- Gross monthly salary provided for this function is a minimum of EUR 1.300.- based on part-time employment (20h/week). 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 and*



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*Further information on our website:*

[aop-health.com](http://aop-health.com)