



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 Regulatory Affairs

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



***We are looking for an Assistant Regulatory Affairs, who will be responsible for coordinating financial and administrative processes within the Regulatory Affairs function, with a strong focus on budgeting and invoice management. Working closely with Controlling and international stakeholders, this role ensures accurate, efficient, and compliant handling of RA-related financial workflows while supporting the team's day-to-day operations.***

### What Your Day To Day Will Look Like

- End-to-end processing of all incoming invoices, including verification, account assignment, system upload, and coordination with international stakeholders
- Coordination and ongoing monitoring of the global RA budget, including system maintenance and close collaboration with Controlling
- Monthly budget tracking, including accruals, commenting on HQ cost control reports, and handling billing-related topics (e.g., department credit cards)
- Act as first point of contact for internal payment and budgeting processes, including onboarding and guidance for new colleagues
- Provide structured administrative support to the Regulatory Affairs team
- Coordinate legalization processes (e.g., apostilles, notarizations) and manage courier shipments of regulatory documentation
- Maintain and update the Regulatory Affairs intranet page and shared resources
- Organize and document internal and cross-functional meetings (minutes, follow-ups, action tracking)

### Your Qualifications And Experience

- Experience in an administrative, finance coordination, or similar role; experience in a regulated environment (pharma, biotech, medical devices) is a plus

- Strong organizational skills with high attention to detail and accuracy, especially in financial data handling
- Structured, proactive and solution-oriented working style
- Ability to manage multiple tasks, prioritize effectively, and meet deadlines
- Good communication skills in German and English (written and verbal)
- Confident user of Microsoft Office 365 with focus on Excel; experience with document management systems or ERP tools is an advantage
- Reliable, team-oriented, and able to handle sensitive information with discretion

## 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 32.676 gross per year, based on full-time employment. However, our actual remuneration packages are market-oriented and aligned with your qualifications and professional 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*

## Main Benefits



Bonus



Homeoffice



Flexible working hours



Initial and continuing education



Canteen



Good transport connection



Employee events



Meal allowance



Company doctor



Parking spot



Healthmeasures

## Your Contact



**Julia Friedl**

Talent Acquisition Manager

*Further information on our website:*

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