






PART TIME - 15-25H (M/W/X) **MANAGEMENT ASSISTANT**

We are looking for a dedicated Executive Assistant who contributes to the success of our company through professional scheduling and travel coordination, efficient communication management, and structured data and project management.

 **4320 Perg /
4053 Ansfelden**

 **3.215-4.643€
(at 38,5h)**

 **20-30%
Homeoffice**

Your Skills

- Commercial training or a degree (e.g. Business Administration, Business Informatics, Management, or similar)
- Experience in an assistant or management role, preferably in a technology company
- Strong organizational skills & initiative – you recognize where you're needed and act proactively
- Excellent communication skills & discretion – you work closely with executives and handle confidential information securely
- Tech-savviness – you are confident using digital tools (MS Office, project management software, possibly Jira, Confluence)
- Fluent in German and English

Your Tasks

- Administrative Support: Scheduling, travel coordination, email, and correspondence management
- Data Management & Reporting: Preparing reports, presentations, and analyses for management
- Communication: Acting as a key liaison between executives, employees, and external partners
- Project Management: Supporting strategic projects, including meeting preparation and follow-up
- Office Management: Coordinating internal processes and events

We Offer

- Exciting and diverse projects in the field of medical technology
- Flexible working hours with remote work options and independent work in a young team
- Friendly and supportive work environment
- Engaging team events
- Opportunities for personal growth and professional development
- Great coffee, chess, and table soccer
- Free parking in Perg and Ansfelden
- Convenient locations near train stations in Perg and Ansfelden
- Company bike program
- Meal subsidy („Schrankerl“)
- Workation opportunity (up to 2 weeks per year, subject to agreement)
- Group health insurance with premium benefits

Salary

The annual salary is **45.000 - 65.000€ gross on a full-time basis.**

Willingness to pay more based upon qualifications and experience.



About CADS

CADS GmbH, based in Perg, in collaboration with the KLS Martin Group, is the world's leading medical device manufacturer for surgical innovation with its visionary software solutions for professional use.

Digital Health is our Passion. This passion has been the basis of our success for 15 years and makes us a very special employer. We create groundbreaking software solutions that benefit patients and physicians worldwide.

We are constantly working on new developments and industry solutions and see the ideas, skills and potential of our employees as a central component.

You would like to join us on this path and contribute to helping people with your work? Then we would be happy to get to know you and welcome you to our team.



Would you like to become part of our team?
Then send us your application to:

Mrs Magdalena Bertignoll – jobs@cad.s.at



Technologiepark 17
4320 Perg, Austria

www.cads.at