

Position: Office & Administration Assistant (m/f/d)
Start: As soon as possible – full time (37,5 hours/week)
Location: Wickenburggasse 1, 1080 Vienna

About UEG

UEG, or United European Gastroenterology, is a professional non-profit organisation combining all the leading European medical specialist and national societies focusing on digestive health. The mission of UEG is to improve the prevention and care of digestive diseases in Europe through providing education, supporting research and improving clinical standards. UEG's headquarters is in Vienna, Austria where we coordinate all association, education and congress-related matters. All other important information regarding our organisation can be found on our website at www.ueg.eu.

The open position

Are you someone who enjoys keeping an office running, taking on different tasks, staying well organized, and growing with your responsibilities? We are looking for a reliable colleague who will support our daily office operations, handle internal administration tasks, the organisation of in-house meetings and assists the Head of Finance & HR. Your work will help make our daily working life smooth, structured, and pleasant — from office tasks and HR support to contributing to a positive work culture.

Responsibilities

- Act as the central point of contact for all organisational and administrative matters, contributing to a well-structured and welcoming working environment.
- Manage purchasing and inventory (office supplies, kitchen items, laundry service).
- Coordinate the cleaning services and liaise with the external cleaning company.
- Organize, host and set up all in-house business meetings and events (catering, room setup, hostess supervision).
- Maintain communication with the property management company.
- Schedule and coordinate all maintenance and repair work within the office premises.
- Assist the Head of Finance & HR in administrative tasks such as maintaining employee records and digital personnel files.
- Actively shape our work culture by supporting the organisation of internal team events, social gatherings, seasonal celebrations and initiatives that make a real difference

Requirements

- 2-3 years of experience in office management, administration, or personnel support.
- Strong organizational and communication skills, with a high level of discretion and proactive mindset.
- High attention to detail and accuracy, especially in administrative and coordination tasks.
- Fluency in German, both oral and written; English skills preferred.
- Proficiency in MS Office applications.
- A warm, hands-on attitude and sense of responsibility.

We offer

- Efficient onboarding into a well-coordinated, international team and an open and appreciative working atmosphere and meaningful work.
- The opportunity to incorporate your skills within an innovative medical non profit organisation and to further develop your professional abilities.
- A family-friendly, flexible work environment, home office as well as a modern and easily accessible office.
- Social benefits including coverage of the “Wiener Linien” annual ticket, food vouchers, childcare support subsidy, Company pension plan and others.
- The minimum salary under the collective agreement “Werbung und Marktkommunikation” for this Position is currently € 35,000 per year (based on 38.5 hours per week). However, we have a clear willingness to offer a higher salary based on your experience and personal skill set.

Interested?

Please send your detailed application documents and **salary expectations** to UEG - United European Gastroenterology, Wickenburggasse 1, 1080 Vienna, with attention to Mr Christoph Ritsch, hr@ueg.eu.