



ESCAPE BORING! JOIN US!

Work when you want, where you want and how you want!

- You will love your Job @ OR! You, a **driven, proactive and communicative operations assistant**, will be responsible for ensuring **smooth operations together with our team in Vienna from an administrative and organisational standpoint**.
- Payment - We'd love to unite the best minds under one roof. To achieve that, we aim to make you (also) happy with your salary. We are ready to prepare a more than **attractive salary package** for you - based on your qualifications and experience.
- Personal growth and professional development - With our coach we ensure your **personal growth** based on your needs. Needless to say there is a **budget for training and conferences for every employee**.
- Events and get-togethers - We are technically the best, but unbeatable when it comes to **celebrating** our collective successes. That is why we enjoy grabbing a drink after work, doing a sailing trip at the company event and trying new fun things together :)
- Healthy environment with drive - We live in a **jovial and driven atmosphere** with open communication and a positive feedback culture.

Who we are

OpenResearch (OR) is a creative engineering company full of skilled developers, architects, designers, product owners and testers with a focus on mobility and connected vehicle solutions.

We work from Austria, Germany, Kosovo and Croatia.

What you would do

As an operations assistant at OR, you will be the glue between our different locations and groups within the company. Getting things done, with attention to detail and being responsible to ensure great execution in close coordination with the teams in Prishtina, Vienna and Croatia, are going to be your main objectives.

This is a position that brings a lot of responsibility as well as bears the opportunity to have a real impact and shape the growth of the company.

Communication & Operations:

- Organise company events and make them great.
- Represent OR at local recruiting events as well as events organised by STIKK, GIZ, WKO Advantage etc.
- Ensure the office is perfect.
- Coordinate business travels.
- Manage receipts and expenses of the Prishtina team.
- Support ORs internal projects and ensure continuous improvement.

HR:

- Listen to the teams needs and enable the team to grow.
- Be part of the recruiting process. Help us on first interview rounds for screening possible candidates.

What skills we are looking for

- Impeccable organisational skills.
- You are able to execute and get things done.
- Tech-savvy.
- Energy and drive. We really mean it :)
- Interest to improve and learn continuously.
- Amazing English - spoken and written.
- **(+)** German - spoken and written.
- **(+)** HR knowledge
- **(+)** Social media skills

Be part of our innovative team and let's ship great applications together!

We'd love to meet you :)

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