

#TRANSFORMINGTOMORROW: MAKE A DIFFERENCE WITH US.

IT:U is Austria's first public interdisciplinary university dedicated to digital transformation for the benefit of our society, economy and environment. Join us as a

HR Administration Expert*

and make everyday office life a place full of opportunities!

Full-Time | Part-Time

YOUR TASKS

- Then implementing new HR tools, you are a central part of the project team and actively support the organization, coordinate processes, inform stakeholders and keep an eye on timelines.
- You drive the digitalization of our HR processes and help to establish efficient and modern solutions.
- Whether confirmations or job descriptions - you create and update documents to keep everything up to date.
- During onboarding, you prepare everything so that new employees can hit the ground running.
- You are the first point of contact for all questions relating to time tracking.
- As a social buddy, you make it easier for new colleagues to get started in Linz - from booking accommodation to insider tips on life in the city.

YOUR STRENGTHS AND SKILLS

- You have completed a high school diploma, a university degree or equivalent professional experience.
- You already have several years of experience in administrative activities - ideally in HR or assistance.
- You work in a precise and structured manner and can quickly familiarize yourself with new topics.
- Reliability and initiative are a matter of course for you - you keep an overview, even when several projects are running in parallel.
- Very good written and spoken German and English skills round off your profile.

WHAT YOU CAN EXPECT:

- Varied and customizable tasks in an innovative educational and research institution.
- Unique opportunity to help build a new university.
- A team of motivated colleagues who work, think and laugh together.
- Independent and responsible area of responsibility in a highly professional, dynamic, and digital environment.
- Attractive campus with good transport connections.
- Free parking or Klimaticket Austria (very good public transport connection).
- Flexible working hours through a flextime model and the option for home office.

Competitive compensation starting from €2,900 monthly gross salary, with the possibility of overpayment based on qualifications and experience.

We look forward to receiving your online application, including your CV and cover letter.



Your contact person
for this position:
Katharina Steiner

***come as you are** – we value and promote diversity in our team. Each individual is encouraged to reach their full potential, realize ideas and seize opportunities. Regardless of age, skin color, religion, gender, sexual orientation or origin, we welcome applications from all people equally.