



Gebr. Heinemann is a family-owned business based in Hamburg with more than 6.000 employees, running Duty Free Shops all around the world. For one of our most successful outlets at Vienna Airport and its 260 employees from 50 nations we are looking for a

Team assistant - personnel administration (m/f – full time)

Your tasks

- You are responsible for our customer care
- You will oversee a part of our staff planning including absences
- You are first-point-of-contact for all matters relating to time management
- You are a trustfully contact person for our employees
- You will take part in various HR-projects

Your profile

- You have a Matura-level education (commercial high school / HAK or similar)
- job beginners welcome!
- You are a quick learner and like adapting to new challenges
- You are a communicative team-player and you work accurately
- You have a good command of MS Office
- Basic knowledge of Austrian labour law is optional
- You are fluent in German and English – our customers appreciate every additional language
- You're having as much fun at work as we do!

We offer

- Insights and interesting tasks in a dynamic and international environment
- Sole responsibility for your tasks
- An entry-level position with career options in a multinational enterprise
- Employee discounts, meal vouchers
- A paid parking lot

According to the collective bargaining agreement the salary for this position is € 1,586.- gross. Overpay depending on your qualifications and job experience is of course possible.

Your next step:

We're waiting for your application at: bewerbung@gebr-heinemann.at – your contact person is Mrs. Claudia Bogendorfer