

## OFFICE MANAGEMENT AND EXECUTIVE ASSISTANT TO MANAGING DIRECTOR INCL. ACCOUNTING

**WORKING-HOURS** 30 hrs / week

**START DATE** June 2022

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**CONTEXT** VC Artevents GmbH, the operating company of international art fair viennacontemporary, is looking for an executive with experience in finance and a hands-on mentality to offer support to the Managing Director and others on the team. The candidate should have a general interest in the arts and culture sector. Our clients include not only local and international galleries, but also professionals from art institutions as well as art collectors from all over Europe. Our focus lies on Central and Eastern European contemporary art.

**ROLE & CORE RESPONSIBILITIES**

- Assist Managing Director with general administrative duties
- Independently do monthly accounting and stay in contact with our external tax accountancy (BDO)
- Process all incoming invoices incl. travel refund claims from team and Management
- Assist with the annual report
- Set up and proof-read contracts for sponsors as well as suppliers
- Look after the office premises (server room, printers, cellar compartments etc.)
- First point of contact for property management company (AREALIS), building owner as well as neighboring businesses
- Handle distribution and collection of mobile phones and laptops for the entire team
- Answer office landline and look after office email
- First point of contact for suppliers like: Post, DHL, Magenta / UPC internet, Drei Telefonie, ExtendIT, cleaners, Veloce etc.
- Collect mail on a daily basis
- Responsible for all stationary, paper and general office supplies etc.
- Admin for Google Suite (manage all passwords for Email), Mailchimp, Social Media Channels, Wordpress etc.
- Prepare meetings and meeting rooms throughout the year

**CORE COMPETENCIES**

- Commercial education (HAK, HBLA)
- Team-player with a hands-on mentality and the ability to multitask
- Languages: German native, proficiency in English (spoken and written)
- Computer skills: Ms Office (Excel, Word, PowerPoint); Google Office Formats; Slack
- General interest in and passionate about contemporary arts and culture
- A high degree of independence, resilience and time flexibility
- Candidates re-entering the workforce are very welcome to apply

**SALARY** 2.000€ brutto (2.800€ brutto full time, based on KV Werbung & Marktkommunikation)