

HR - Office Manager (m/f/d)

Permanent position, full-time | Vienna

As Office Manager you are crucial for the company. Together with the management team you look after all team colleagues, search for new talents that will join our company and organize events. If you are full of ideas, well-structured and infect everyone around you with your positive attitude, then we look forward to meeting you.

Join us in building a great company, where everybody can strive to unfold their personal potential.

What you will be doing

- Responsible for recruiting new team members
- Supervise and support onboarding and offboarding
- Organize and conduct trainings
- Collaborate and support various HR projects
- Develop an employer branding
- Efficient and effective relief for management
- Organize regular team outings
- General office duties such as telephone support and mail processing

Your profile

- You have at least 3 years of professional experience in the relevant field
- You are fluent in written and spoken English and German, which is due to the international nature of the company
- You are an organizational talent and have the ability to prioritize tasks
- You are experienced in handling of MS-Office
- You have a quick perception, ability to work under pressure and a high willingness to learn

What we offer

- A collaborative company culture, where every person has an impact
- Flexible working hours with work-from-home option
- Good career opportunities in a successful international young company with attractive personal growth experience
- Work with a great team, where you take over responsibilities from day one
- Numerous company events throughout the year - both on-site and remote
- For this position, the minimum monthly gross salary is EUR 2,500 (full-time), in accordance with the collective agreement. We offer attractive over-payment, depending on your qualification and experience!

About us

39 trillion! That is the number of bacteria in our gut that determines our health. We, Biome Diagnostics, are young MedTech team that analyse these - the gut microbiome - to develop medical diagnostics products. As the world's first ISO certified company in the field of microbiome analysis, we focus on developing tests for cancer prevention and treatment used by doctors and hospitals. Now it is time to launch our first medical diagnostic product, BiomeOne. This biomarker is a predictive test for immunotherapy in cancer. Together we will take medical diagnostics to a new level!

At Biome Diagnostics you are part of an international team that believes in diversity and the huge potential within it. We welcome and support people of all backgrounds and identities and want to ensure equal opportunities for all.

Applicants who are planning their next career move will also be considered.

If you would like to revolutionise medical diagnostics together with us, then send an application to Barbara Sladek by e-mail: office@biome-dx.com