

JOIN OUR TEAM IN AUSTRIA

Administration Assistant

Task:

- Assisting in the daily operations of the subsidiary
- Collecting, summarizing, organizing necessary data for company management
- Assisting in the completion of administrative tasks and processes

Requirements:

- Interest in the aviation industry
- Fluency in German and English
- Ability to communicate effectively with native Chinese speakers
- Team work skills

Workplace:

Flughafen Wien

Salary:

Negotiable

Send your resume to:

Admin.vienna@evaair.com

