



AMADEUS International School Vienna

HR Assistant (f/m/d)

Part-time/full-time (20-40 hours)

Contract Date: Immediate Start

Employment: Part-time/Full-time (20-40 hours)

AMADEUS INTERNATIONAL SCHOOL VIENNA is a young, unique and dynamic IB World School (EY, PYP, MYP, DP & CP) located in heritage listed buildings on a beautiful campus in Vienna. We strive to create a strong sense of community, which allows students to discover their talents during the education process. With a strong commitment to creativity and performance throughout the school, AMADEUS has a dedicated Academy of Music and the Arts. Our excellent boarding facilities host students from around the world as part of a school community of more than 50 nationalities.

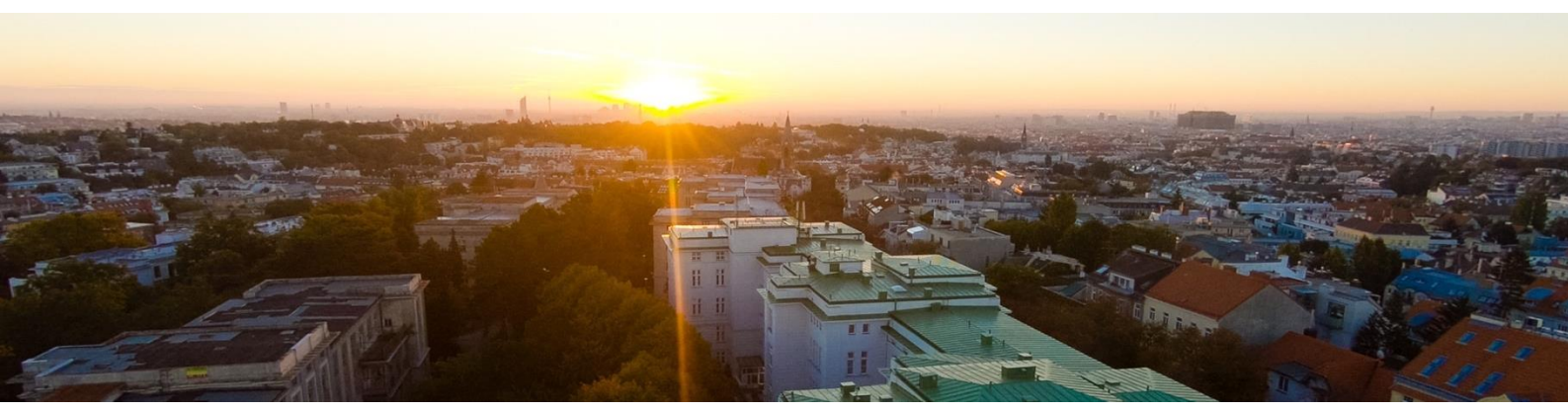
KEY RESPONSIBILITIES OF SUPPORT AND LEARNING

- Support with on- and off-boarding programme including induction and orientation at the start of the academic year
- Assist in the application and recruiting activities
- Deal with employee requests
- Document management and maintenance of personnel files
- Absences, Timetracker, ISAMS
- Support the Immigration Officer with work permit and visa applications
- Assisting with different administrative topics, such as issuing contracts, side-letters, agreements and reference requests

REQUIREMENTS

Essential:

- Excellent verbal and written communication skills in **English language (C2)**
- Good verbal and written communication skills in German language
- Matura level or equivalent
- Passion for HR
- Organized, hands on mentality and advanced proficiency in Microsoft Word, Excel and Google Sheets
- Commitment, reliability, flexibility, trustworthiness, alongside the ability to work with confidential information and a high level of discretion
- Open, friendly personality who is solution orientated
- Well-presented and excellent manners
- Willingness to work in an international scale-up environment
- Good sense of humour
- Valid residency and work permit for Austria or EU citizen



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Desirable:

- Methodical worker with great attention to detail
- Previous experience in an Assistant/Administrator role
- Education sector experience
- Basic knowledge of Austrian labor law

WHAT WE OFFER

- A welcoming and inclusive work environment with a sense of mission and community
- Long-term employment in an international company
- Ability to be involved in a variety of projects as well as community activities
- The salary, depending on qualifications and experience, follows the current salary scale with a minimum gross monthly salary of EUR 2,400.00 (14 times a year) for an employment based on a full-time equivalent.
- Complementary lunch during the school year

HOW TO APPLY

AMADEUS Vienna follows international best practice Child Protection and Safer Recruitment processes. Candidates must be prepared to undergo child protection screening (police records) and appropriate pre-employment/reference checks.

If you are interested in being a part of our dynamic international team, please send your full application (including CV, cover letter, photo and references) **all in PDF** with the subject **HR Assistant** to jobs@amadeus-vienna.com

Thank you for understanding that only shortlisted candidates will be contacted.

