

Administrative Secretary

Vienna or Graz | Administration | Full-Time

As a Fintech Startup we are expanding rapidly and hence, we are seeking new, experienced and hands-on team members who think outside of the box (and are not afraid to share their thoughts), will deliver unique ideas and like to work in a fast-paced environment.

At Brickwise we will introduce customers to a new way to invest in real estate and benefit from it like an owner. From buying digital shares, to managing assets and global trading, customers simply get more with Brickwise.

About the opportunity

We are looking for an Administrative Secretary who will work closely with the Executive Assistant and be the contact person for all administrative matters. This is a great opportunity for a motivated and ambitious individual with a background in administrative or management support, who would like to join our growing company and be part of a fast-paced environment.

Your mission

- Organise and support meetings, esp. set up meeting rooms for external meetings in-house
- Independent work on the financial administration, including quotation, order processing, payroll and ordering management
- Customer service incl. correspondence
- Maintain electronic records ensuring information and documents are organised and easily accessible
- Contact person in all administrative matters
- Welcome and host external guests from reception to the meeting room
- Support in calendar planning and event scheduling
- Assist the Executive Assistant with projects and ad hoc tasks

About you

- Minimum of 3 years work experience
- Experience in accounting and customer service would be a plus
- Excitement to work in a highly dynamic environment
- Eager to learn and work closely together with executive assistant
- Excellent organizational and time-management skills, strong desire for structure
- Reliability, integrity, and confidentiality are very important values for this role
- Strong communication and interpersonal skills - you are a true People person and like putting the pieces together!

Our offer

- Work in a young and experienced startup environment
- High degree of autonomy
- All the latest tech you need
- Skip the commute and work from home once a week
- Flexible working hours
- Room for personal and professional development
- Competitive gross salary at a minimum of € 28,000 (based on 40 h/week). Our final offer will depend on your skills and experience.

Sound good? Apply for this position and join our team!

Submit your application and CV (English or German) via email at hello@brickwise.at