

Evologic Technologies is an innovative spin-off of the Technical University of Vienna (Austria) in the field of process engineering and growing fast. The development and implementation of cutting-edge technologies constitutes the basis for time-efficient production processes yielding high quality products. In close cooperation with universities and industry, we develop and scale bioprocesses both on behalf of third parties and for our own products. Our products help farmers to grow more, with less resources.

For our site in Vienna we are looking for a new team member for

## Administration/Backoffice fulltime 12 months

Based on your commercial background and accounting experience you will play a key role in our back-office processes. In close collaboration with our CEO and the whole team you will assure that our back-office tasks run smoothly. At the interface to our tax attorneys you will be responsible for our ordering, payment processes and accounting. As a self-motivated, team-oriented person, you work independently and result-oriented. Your communication skills support teamwork and collaboration with industry as well as academic research institutions. As an enthusiastic person, you are looking constantly to further develop and improve our efficiency and processes. Your constructive suggestions for automation and consequent increased transparency at decreased effort are happily welcome. We offer you the opportunity to work in an innovative environment with flat hierarchies and short decision-making paths.

### Responsibilities

- Ordering and payment processing
- Preparation of accounting data set
- Supporting the completion of our financial statements
- Dedicated accounting for grants
- General back office tasks (travel bookings, office admin)

### Requirements

- Completed commercial training (HAK, Matura, Apprenticeship)
- Accountant examination advantageous
- Min 2 years of prior experience in accounting
- Proficiency in English
- Affinity to novel software solutions
- MS Office expert

We look forward to receiving your application and expect it electronically (CV!) via [office@evologic-technologies.com](mailto:office@evologic-technologies.com). Prospective start: 17.01.2020

*For legal reasons, we are obliged to point out that the gross salary for this position is € 1900 gross p.m. fulltime. However, your salary will be negotiated based on your skill*

*set and prior experiences. In addition to benefits, we offer flexible working conditions.*

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