

## Front Office and IT Manager

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The Office of Science and Technology at the Embassy of Austria in Washington D.C. is seeking a qualified, outgoing person to join its team as a full-time Front Office Manager with IT experience.

**Location:** Austrian Embassy Washington D.C.

**Date of Employment:** February 2018

**Starting salary:** US \$ 40,000 – 48,000 gross p.a. depending on qualifications and experience, paid vacation and sick leave

This is a full time position. Salary and employment details will be confirmed upon offer of employment.

### **Responsibilities include, but are not limited to:**

- Function as the main contact point of the office;
- Coordinates meetings and supports events;
- Organizes business travels;
- Orders office supplies and maintains office equipment incl. IT and inventory;
- Administers the OSTA's Database, including monitoring of database content and responsibility for technical updates;
- Trains new OSTA members & coaches OSTA team on the use of the database;
- Assists with the OSTA's accounting and banking business, including quarterly financial reports and payroll;
- Supervises the IT system and database, system security, and liaises with IT contractors
- General office duties;
- Performs additional responsibilities as requested or assigned.

### **Required qualifications:**

- Detail-orientation with strong organizational and time-management skills;
- Ability to conduct, manage and prioritize multiple tasks simultaneously;
- Excellent verbal and written skills in English;
- Effective interpersonal skills and the ability to work independently and as part of a motivated team;
- Demonstrates computer skills and proficiency in Microsoft Office applications;
- Effective analytical and problem-solving skills and execution of independent judgment;
- Strong work ethics and ability to self-motivate and show initiative;
- Confidence in handling Bookkeeping/Accounting;
- Polite and helpful, good team player.

### **Preferred qualifications:**

- Proficiency in German;
- Knowledge of Teamwork and Database Management;
- Knowledge of CMS (Joomla) preferred, Quicken Accounting Software.

**How to apply:**

Please apply in writing by **January 20, 2018** by e-mail only to [office@ostaustria.org](mailto:office@ostaustria.org)

Applications should include:

- A CV of not more than two pages
- A cover letter of not more than one page

Please use the subject line "**Application: Front Office and IT Manager | [First name] [Last name]**"

Please do not attach copies of certificates or references, as these will be requested at a later stage. Only applicants who meet essential requirements will be contacted for an interview. We regret we are unable to refund travel expenses.

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