



Our employees are our most valuable asset and we are looking for people who share our passion.

Our business stands for safety, experience and efficiency in the business aviation industry.

Due to the maternity leave, we are looking for a temporary work contract for new employees:

## Technical Assistance (f/m)

Full Time Employment based in Vienna (restricted for 2 years)

### Job duties:

- support of technical department for all administrative belongings
- professional schedule management
- proactive coordination and organization of the department
- preparation of reports and presentations
- coordination of cooperation between several departments
- self-created correspondence and communication (german & english)
- contract management and invoicing

### Job requirements:

- 2 years relevant work experience
- excellent MS-office skills
- fluent in written and spoken English language
- good communication skills (verbal and in writing)
- reliable, self-motivated with a positive attitude and very customer oriented mind
- advantage would be experience in aviation

### We offer:

- international and young team
- monthly salary of € 1900,- depending on qualification and experience with the possibility of overpayment
- possibility for full time employment

If you are a team player, flexible and ready to join our team, we are glad to get your application (including curriculum vitae, credentials, degrees and picture).

Please send your application to:

International Jet Management GmbH  
Mr. Markus Volk  
E-mail: [bewerbung@ijm.at](mailto:bewerbung@ijm.at)

