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## OFFICE MANAGER/ FRONT OFFICE (M/F/D)

### Full-time

Type of employment

### St. Georgen bei Grieskirchen

Location

### General administration

Area



**Maria Zirwig**

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**VIEW JOB ONLINE**

#### Your tasks:

- Ongoing administrative and organisational support for the team in day-to-day business
- Bookings management fleet management
- Organisation and booking of business trips
- Representation at reception and first point of contact for customers, suppliers and partners - in person and by telephone
- Supervision of visitor management incl. registration, reception and accompaniment and catering for guests
- Conducting daily mail processing (incoming and outgoing mail)
- Coordination, administration, support/ordering of business trips
- Organisation and booking of business trips
- Reception. Registration, reception and accompaniment and catering for guests
- Daily mail processing (incoming and outgoing)
- Coordination, administration and support/organisation of meeting rooms (1-2 rounds per day)
- Processing and forwarding incoming calls and emails
- Writing and editing written correspondence in a professional manner

#### Your profile:

- Completed commercial training (apprenticeship, HAK etc.).
- First professional experience in the administrative area/office management
- Friendly, confident appearance and strong service orientation
- Organisational talent and independent, structured way of working
- Very good communication skills
- Discretion, reliability and ability to work in a team
- Sure handling of MS Office
- Very good German and good written and spoken English

#### You can expect:

- A varied area of responsibility with a lot of autonomy
- A pleasant working environment and a collegial team
- Modern work equipment and well-equipped production halls
- Numerous additional benefits: Fruit, company doctor, gym allowance, ...
- Development opportunities in a successful industrial company with a familiar corporate culture
- Secure job in a stable company
- Canteen with regional delicacies
- The opportunity to actively help shape the future of the company

Do you like this job? Then apply now - we look forward to getting to know you!

This position offers a gross salary of €3,000 for a full-time position. We are happy to overpay depending on your professional experience and qualifications.