

Office Management Specialist (m/f/d)

Fulltime | Hart bei Graz, Austria

#yourmission

- You support the Implementation department with organizational issues and are the contact person for internal and external stakeholders
- You monitor strategic and operational project tasks as well as process compliance
- Your responsibilities also include defining, analyzing and monitoring KPIs for process and performance evaluation and regularly preparing reports and recommendations for management
- You work closely with international team members and promote a sustainable culture of quality and improvement
- Coordinating and maintaining documentation, guidelines and work instructions round off your profile of responsibilities

#youareknapp

- You have completed a commercial education (HAK/HTL/FH/Uni)
- You have a good understanding of quality management
- You are highly committed, resilient and have strong analytical skills
- You are an organizational and communication talent
- You have excellent knowledge of Microsoft Office or Microsoft 365 and already have experience with SAP
- You are fluent in German and English, both orally and in writing

#weareknapp

We offer you a secure and long-term job in a leading company in Styria and the opportunity to constantly develop yourself in a motivated team. This position is remunerated with at least € 2.985,- gross (KV for employees in the metal industry, VWGr III/i 1u.2J.). Our employees impress with their personality, talent and commitment. We therefore determine your gross salary individually with you. An overpayment of the salary stated above is possible depending on your professional qualifications and experience.

