

FOUR PAWS is an international animal welfare organisation with Headquarters in Vienna, Austria, and has offices in more than 10 other countries. Founded by Heli Dungler in 1988, the organisation strives for improvements in animal welfare through sustainable campaigns and projects. FOUR PAWS focuses on animals that are directly under human influence, for example stray dogs and stray cats, farm animals, wild animals and companion animals kept in inappropriate housing. FOUR PAWS aims to help animals in need directly and quickly.

We are searching for a positive thinking personality with great affinity to animal welfare as soon as possible:

SENIOR ASSISTANT TO CFO (m/f)

Fulltime / Vienna Headquarters

Your duties:

- Handling correspondence with colleagues and externals as well as maintaining and updating of contacts physically and electronically
- Organizing appointments and meetings as well as keeping and allocating the relevant minutes
- Being responsible for international travel and credit card management including e. g. bookings, expense reimbursements and business travel days' evidence
- Organizing the handling of invoices according to the finance processes on a national and international level
- Being responsible for tracking the mandate periods of national and international Board Members of all FOUR PAWS entities in alignment with the legal regulations
- Administrating the membership status of the Representatives of the General Assembly at FP Australia
- Monitoring, updating and maintaining of license agreements and contracts
- Being responsible for the application, registration and protection of trade marks including the monitoring of trade marks' deadlines and acting in case of trade mark prosecution
- Investigating in any position related topics as well supporting any upcoming projects or tasks if needed including translation and proof-reading

Your skills:

- Experience in the field of senior assistance or similar position, ability to multi-task and prioritize work based on business requirements
- Excellent communication skills in English and German (written and oral)
- Exceptional solution and goal orientation, highly motivated and stress-resistant, open-minded and initiative, reliable and balanced-driven, confident appearance, transparent and open personality
- Well-structured and organized with the ability to work in a team
- Social competence combined with competitive intelligence
- Great affinity to animal welfare and FOUR PAWS issues and values
- Willingness to travel and to work in a fast-paced environment
- Valid driving license

What we offer:

- A dynamic and pleasant working environment, a fully integrated and respectful partnership as well as work experience in a motivated team in Headquarters on the top management level of an international organization
- An attractive working place with technically advanced infrastructure located close to the center of Vienna** with the great chance to experience the rich culture and history of Austria
- Local and international career development opportunities as well as attractive FOUR PAWS benefits

More Humanity towards Animals



We welcome enquiries from everyone and value diversity in our workforce.

We offer you a gross salary of minimum EUR 35.000 per year, depending on your qualifications, skills and professional experience.

Are you looking for such an opportunity?
We look forward to meeting you!

Please send your application in English, preferably via email, to

VIER PFOTEN International
Monika Foki, Coworker Human Resources
www.vier-pfoten.org
Email: ass-CFO@vier-pfoten.org

** 2015: city with the highest quality of living named by international staff members (source: www.mercer.com)

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