



Amiblu®

Professional Assistant Part time ~ 20 hours per week

Amiblu is one of the leading specialists for pipe systems made of glass-fiber reinforced plastics for rainwater and wastewater, drinking water, irrigation, hydropower and industry. The Amiblu Group is active in 110 countries around the globe, employing around 1,500 people.

To strengthen our **Legal Team** in the Amiblu headquarters in Klagenfurt, Austria, we are looking for an **Assistant (m/f/d)**

Law books are your nocturnal literature? You are well organised and structured? Working in a multinational team sounds challenging to you? And all of that with flexible working hours in a pleasant environment?

If you answered all question above with yes, please apply even today and send your documents in German or English to jobs@amiblu.com. Students are highly welcome to apply.

For this position, a collectively agreed remuneration of EUR 2.750,- based on a full-time employment applies. We are prepared to honor qualifications and position-related experience according to market standards.

What are your tasks?

- Provides administrative support to our Head of Legal and Compliance
- Administrative Support on legal documents
- Preparation and follow-up of meetings
- Coordination of national and international requests

What are we searching for?

- ***Students focussing on Law who want to gain working experience in this field***
- Excellent organisational and coordination skills
- Good communication skills and team spirit
- Flexible with a pragmatic approach in thinking and acting
- Discretion, loyalty, integrity and reliability
- Good English and German skills