

Job Offering

ENEXSA is a team of highly qualified engineers with long-term experience in the energy industry who offer consulting services and software solutions for the design and optimisation of power and cogeneration plants. ENEXSA serves as a technical advisor to utilities, independent power producers, EPC contractors, and equipment manufacturers, with focus on developing optimal process configurations to meet the targets for production capacity, efficiency, and reliability. Through our comprehensive know-how in software development, ENEXSA provides turnkey software systems for advanced applications supporting power systems operations.

For our offices in Grambach/Graz – Austria, we are looking for an

Office Assistant (m/f/d)

About the job:

- Administrative and office activities such as:
 - Accounting
 - Calendar management and organization of meetings and travel
 - Reception tasks and telephone service
 - Purchasing office supplies
- Support of marketing activities
- Processing of incoming and outgoing correspondence

Our expectations

- Familiarity with MS Office software suite and BMD NCTS
- Basic accounting skills
- Good communication skills as well as English and German spoken and written
- Diligence, accuracy and good self-organisation

This role is a permanent position within a growing team of an already well-established organisation. The annual gross salary for this position is at least EUR 28,000. We offer a market-compliant overpayment depending on education, professional qualifications and experience. Part-time employment is not excluded.

We are looking forward to your application!



**If you are interested, please
send your application to**

office@enexsa.com