



KI-KELAG International GmbH pools the international activities in the segments hydroelectric power, wind power and photovoltaics, as well as energy trading activities abroad of the Kelag Group, which is one of the leading energy service providers in Austria. We are looking for candidates to join our team at the location/headquarter in **Klagenfurt am Wörthersee** at the earliest-possible starting date for the position

## Management Assistance (all genders)

### Your future tasks in our team:

- Assistance to the management in
  - the preparation of presentations and decision-relevant documents (Boards, QRMs)
  - interface activities during interdisciplinary and group-related tasks
- Support and coordination of strategic and operational projects
- Interface function for various organizational units including the executive level, as well as continuous and proactive communication with the respective internal stakeholders
- Support of the management during the coordination of interdisciplinary topics

### Your profile:

- University diploma in business, law, technical studies or similar and ideally 3 to 5 years of professional experience
- Very good analytical, structured, and conceptual skills
- Self-responsible, independent, target- and solution-oriented way of working
- Flexibility, resilience and discretion
- Team player with a high degree of social competence, strong communication skills and confident manner
- Excellent MS-Office skills
- Fluency in both English and German (written and spoken)

## **Why you should decide to join Kelag International:**

- We act in an international corporate environment, working on energy products that are in harmony with people and nature, and we play an active role in the process driving global decarbonization
- We offer tasks that make sense and let you enjoy working
- We live community, diversity and equal opportunities, and we tap into the potential offered by diversity

## **You benefit from the below features when working at Kelag International:**

- Remote working ("home office")
- Flexible working model and flexible working hours; every second Friday is free; sabbatical
- Pension provision, accident insurance
- Workplace health promotion, basic occupational health services
- Personalized development programs and career paths
- Wide range of sports and leisure-time activities

We offer a gross salary starting at € 3,700 per month, as corresponds to the collective bargaining agreement for power supply companies (EVUs). Your remuneration is calculated according to your qualifications and work experience.

**We believe in a world that is moved 100% by renewable energies – and we are working for this every day.**

**How about you?**

APPLY NOW