

FTA is HIRING – OFFICE ADMINISTRATOR

To enhance our team, we are looking to hire a dedicated **Office Administrator (32h)**.

We are Financial Transparency Advisors (FTA), a Vienna-based consulting firm. Operating globally, we provide specialized advisory services on Combating Money Laundering and the Financing of Terrorism and Proliferation (AML/CFT/CFP) to national governments and public authorities.

ABOUT THE JOB

The hard facts

- Compensation - The minimum monthly gross salary for this position is EUR 3,500 (full-time)
- Office in the center of Vienna and well connected to public transportation facilities
- 4-day working week
- High-powered and diverse job in a dynamic team
- Organisation with flat hierarchies and short decision-making processes
- Additional benefits apply
- Career break returner welcome

You will work in the following areas

- Active support of the team in all organisational and administrative matters
- Handling payments in relation to projects and services, keeping books and accounts of payment incoming and outgoing
- Various activities in support of contracts administration
- Travel management
- Editing and formatting of any internal documents, reports, advertising material and brochures
- Assorted research activities (internet)
- Support in the set-up of an internal data administration system
- First contact for customers and external partners (in English)
- Other tasks and duties as part of current operations

You will add to our team with the following skills:

- Ability to work independently (including efficient time management)
- Commercial education with end of school examination (Matura), HAK (Business Academy) or HBLA (Secondary School for Economic Professions)
- Proficiency in spoken and written English, advanced German language
- Excellent IT skills (MSOffice, MS Windows, MacOS would be a plus)
- Three to five years of professional experience in administration
- A strong sense of responsibility
- Dedicated team player and highly service oriented
- High level of flexibility and agility

Become part of the FTA team and go #everystepoftheway with us.

We are looking forward to your application via office@ft-advisors.com.

