



## Institute Secretary – Administration

As of August 3, 2026, the administrative position at the [Institute of the Science of Complex Systems](#) at the [Center for Medical Data Science](#) is to be filled for 20 hours per week. We are looking for an enthusiastic and independent, reliable and structured working addition to our team (m/f/d).

Your tasks:

- Internal and external communication: contact person for employees, interface to MUW departments, Complexity Science Hub Vienna, cooperation partners, funding agencies
- Personnel agendas: administration of new hires, extension and termination of employments, research leave, vacations, sick leave, processing of travel expense applications and invoices, administration of internships and other guest stays
- Project administration: processing and documentation of contracts, employments, terms, deadlines, budget overview and monitoring, account overview, partial reporting, preparation of final reports
- Teaching administration: management of courses in MedCampus, contact to other universities, communication with students
- Research and teaching documentation: maintenance of the CRIS platform for recording research and teaching (publications, project data, editor activities, lectures, teaching data)
- Accounting: administration of incoming and outgoing invoices, processing of refunds and cash receipts, purchasing of office supplies and for coffee kitchen, various accessories, postal routes
- IT: administration of the 3-year procurement cycle of devices, allocation and registration of devices, repair processing, ordering software and accessories
- Facilities: administration of room matters (allocation, equipment, damage, repairs, door plates, keys), fire protection, first aid, coordination of cleaning

Your requirements profile:

- Completed training (Matura level)
- Very good knowledge of spoken and written English
- Confident use of office-, communication- and web tools
- Very good organizational and communication skills
- Service-oriented work style

The minimum monthly salary for this assignment (according to the collective agreement – employment group IIIa) is currently EUR 1,379.50 gross (14x annually) and may possibly increase on the basis of the collective agreement regulations by taking into account previous activity-specific experience as well as other salary components associated with the special features of the workplace.

Please send us your complete application documents, consisting of CV, cover letter and proof of the desired qualifications. Enter the **code: 282/26** in the subject and send the documents per email by **June 17, 2026** to:

[bewerbungen@meduniwien.ac.at](mailto:bewerbungen@meduniwien.ac.at)

**or by post to:**

Medical University of Vienna  
Human resources management  
Spitalgasse 23  
1090 Vienna