

Job Title:	Assistant (administration / sales)	Travel Required:	no
Location:	Klagenfurt, Austria	Position Type:	Full-time after a test period of 3 months.
Level/Salary Range:	Entry level, + cell phone	Date posted:	May 1, 2016
Contact:	Max Langosco	Posting Expires:	August 1, 2016
Posting URL:	http://crowrider.com/jd-office-support/		
Applications Accepted by:			
E-MAIL: MAX@LANGOSCO.NET Subject Line: Administrative & Sales support position Attention: Max Langosco		IN PERSON @ THE BR OFFICE: Fr. Hannelore Regner CrowRider @ Büro Service Regner Ankershofenstraße 35, 9020 Klagenfurt.	
Job Description			
ROLE AND RESPONSIBILITIES Administrative tasks: <ul style="list-style-type: none"> • make all trainer travel arrangements (booking of flights, hotel...), • coordinate with book-keeping (track receipts, check accounts receivable), • track "formal " emails (reminders, website subscriptions, other), • Follow-up on IT developers. Upload online classes on our standard online platform. Perform regular back-up of data bases. Sales & Marketing tasks: <ul style="list-style-type: none"> • Work with the commission based agents team (CBT), create material for CBT, track CBT activities. • perform online searches (such as on LinkedIn), write regular emails to contact list. • follow up class development: send out standard support emails. QUALIFICATIONS AND EDUCATION REQUIREMENTS <ul style="list-style-type: none"> • High School, Matura or equivalent. SKILLS <ul style="list-style-type: none"> • Good English and German: ability to express self effectively, both orally and in writing. • Clever, quick learner, and independent personality, not afraid of making mistakes! • High degree of attention to detail. • Ability to type accurately. Working knowledge of Microsoft Office products, ability and willingness to learn new programs and program updates. • Ability to handle stressful situations in calm, composed manner, to prioritize tasks, and to complete projects with minimal supervision. • Ability to follow client confidentiality guidelines. PREFERRED SKILLS (I.E.: NICE TO HAVE) Experience in a professional office - Some marketing skills - Basic project management knowledge - Other languages.			
ADDITIONAL NOTES The successful candidate will enjoy several training programs provided by CrowRider (completion of which is mandatory).			
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