



## **STARD Job Opportunity**

## **Management, Sales & Marketing Assistant, m/f**

STARD, part of the Vienna based Stohl Racing Group, is an engineering provider and processing entire vehicle and component development in automotive and motorsport projects for manufacturers and privately funded projects.

In addition to the R&D engineering services provided, STARD is also handling racing projects, customer motorsport projects, and wholesale/retail sales for various 3<sup>rd</sup> party and in-house developed components.

STARD is also closely cooperating with Stohl Racing ([www.stohl-racing.com](http://www.stohl-racing.com)), for events and race service, which another brand of the Stohl Group.

### **Job Description:**

Management, Sales & Marketing Assistant

In order to support our growing team and projects on the administrative side, we are offering the position of an assistant for the company management, and sales & marketing department, including following diverse responsibilities:

- Support top management with administrative jobs (meeting schedules and planning, structure and personnel planning tasks)
- Client & cooperation partner correspondence
- Preparation of presentation documents
- "New Media" handling (Webpage, Facebook, Twitter,...)
- Support accounts department for internal and external processes
- directly working for CEO and CSO

### **Job Profile:**

- Completed administrative, marketing or accounts education
- Relevant experience with administrative jobs, preferably in small to medium sized companies
- Perfect English written and verbal, additional languages beneficial
- "BMD" software experience beneficial
- Perfect MS Office knowledge (especially word, excel, powerpoint)
- Handling of facebook and other "new media" systems beneficial
- "wordpress" and other webdesign software knowledge beneficial
- Adobe Photoshop skills beneficial





- Above average commitment and team work ability
- Good Communication and teamwork skills
- Target oriented approach & ability to work independently
- Flexible in working hours
- Able to work under pressure

**Terms of employment:**

- Job based in Austria, Vienna
- full or part time employment
- salary according to collective agreement for trading businesses (Kollektivvertrag, Handel)

Please send your complete application to:

[career@stard.at](mailto:career@stard.at)



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