



CSD\_12503

## Assistant, Data Management (m/f/d)

Clinical Support

Innsbruck, Austria

Professionals Full-Time 38.5h Permanent

### Your Tasks

- Entry of registration cards including digital filing
- Contact person for inquiries and support for the subsidiaries in German and English
- Management, maintenance, and correction of patient data from the worldwide subsidiaries
- Creation of work instructions and other documents
- Support in training processes

### Your Profile

- Initial professional experience in the administrative area as well as with databases is an advantage
- Very good MS Office user skills
- Team-oriented and reliable personality with an independent and detail-oriented way of working
- Enjoy documenting workflows and processes
- Good skills in German and English required (written and spoken)

### Further information

#### Minimum Salary

Salary will be determined based on professional experience; the formal minimum salary according to Collective Bargaining Agreement is € 37,361.66.

#### Earliest Entry Date

This position is to be filled immediately.

#### Your Contact Person



If you have any questions please contact Chantal Heiland.

Want to join a company that helps bring the joy of sound to people with hearing loss? Apply now!