

For the Vienna office we are looking for a

Junior Specialist People & Culture (m/w/*) 20-40%



Join Anovis as the Junior Specialist People & Culture at our locations in Vienna. As part of the Human Resources team, you design the employee life cycle and support the HR management in the planning and implementation of state-of-the-art measures for personnel and organisational development.

In doing so, you contribute significantly to employee satisfaction and actively shape the sustainable growth of the organisation.

At Anovis, a leading managed service provider, you will benefit from regular professional exchange with your colleagues and specialists in the sister companies of the [CymbiQ-Group](#).

Our colleagues are what is most important to us, which is why we at Anovis pursue a modern and employee-centred corporate culture and have been honoured as a top employer on various sites (e.g. [Kununu](#), [CHIP](#), [Great-Jobs.org](#)).

Your responsibilities

- Coordination of HR processes (recruiting, onboarding & offboarding, etc.) e.g.:
 - Set up of job advertisements
 - Conducting job interviews
 - Creating & evaluating internal surveys
 - Administration of time tracking tools
- Preparing and conducting training courses and seminars
- Point of contact for employees on HR-related issues
- Implementation of own ideas on sustainability promotion (ESG/CSR), diversity, equity & inclusion, lifelong learning, innovative goodies

Your profile

- High commitment to personnel and organisational development (modern corporate culture, learning & development, recruiting & retention)
- Current or completed education in the field of business administration, HR, psychology, etc.
- First experience in the field of HR desirable
- Confident handling of MS Office applications
- Structured and independent work style
- Good knowledge of German and English (min. B1 level), all others advantageous

Written applications to jobs@anovis.com

For more information, please visit our [Career Page](#)

anovis it-services and trading gmbh
Rennweg 97-99, A-1030 Wien

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We offer

- A varied, interesting job in an innovative, leading, internationally active IT company
- Integration into a dynamic and top-motivated team of highly qualified specialists
- Numerous opportunities for participation and development
- Gross annual salary 28.000-31.500€ (38,5h/week), based on the fulfilment of the job profile and the IT-KV
- Active promotion of work-life balance
 - Flexible working hours and overtime compensation
 - Reduced working hours (10-15h/week)
 - Home office (up to 60%)
- Comprehensive training, internal and external further education, and promotion of individual development opportunities
- Joint celebrations in summer and winter, as well as regular team events & after-work parties

About Anovis

As part of the Swiss [CymbiQ Group AG](#), Anovis operates thousands of IT security systems for globally active companies worldwide in cooperation with renowned partners such as A1 Telekom Austria, T-Systems, British Telecom, Cisco and Barracuda Networks, Extreme Networks, Palo Alto, Airlock Proofpoint or Riverbed. With our headquarters in Vienna and branch offices, we offer comprehensive services in the area of connectivity and security. Our services range from conception and implementation to 24/7 operational management of globally distributed IT systems. Our experts work closely with our partners to develop flexible, forward-looking, and cost-effective solutions that guarantee security and effectiveness and protect investments.

Anovis understands the IT infrastructure, network and IT security needs of customers and provides a highly skilled professional services and operations team to respond quickly and flexibly to ensure a customised, highly accessible IT infrastructure.

We strongly encourage everyone to apply regardless of gender, age, skin colour, sexual orientation, physical & mental abilities, origin, or other characteristics that make us so unique!

We look forward to your application!

Contact

Rebecca Forster

HR Manager

jobs@anovis.com

T: +43 664 887 88 459

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