



Located in the heart of Graz, DR YIELD is a technology-leading provider of yield management software that enables semiconductor manufacturers to analyze and monitor their manufacturing and test data. Our innovative software solution is used by well-known European, American and Asian semiconductor companies.



To support our growth in a fast-growing industry we are expanding our team with a:

Administrative Coordinator

Part Time

It's time for a new challenge!

Your area of responsibility as Administrative Coordinator includes:

- Managing administrative activities and e-mail communication
- Assisting the management team in operational tasks such as travel planning, funding and project management
- Human resource administration, recruiting and organizing team events
- Managing employee benefits package
- Assisting in maintaining the company website (WordPress)

You are a team player who is interested in a job with future growth opportunities.

In addition, as Administrative Coordinator you have the following qualifications:

- Detail oriented, well-organized and proactive approach to work
- Excellent communication and interpersonal skills
- Confidence in the English language, German language for the communication with external Partners
- Profound knowledge of MS Office
- Students are welcome to apply for this part-time position

Your benefits:

[flexible hours](#) | [creative atmosphere](#) | [optional home office](#) | [modern workplace](#) | [generous benefits package](#)

As an employer, we value diversity and support individuals in reaching their full potential, bringing their ideas to life and making a meaningful impact with their work. Our job offers are directed at all professionals, independent of their age, race, gender, religion or sexual orientation. Austrian employment laws require us to state that the minimum, monthly gross remuneration for this position (full time) is EUR 2396. We offer attractive compensation packages that take into account your qualifications and professional experience.

If you are interested in joining our team, we would love to hear from you!

Please send your CV and other application materials to:
careers@dryield.com