



Aero Enterprise is a company based in Linz/Austria, which specializes in the airborne inspection of wind turbines and industrial objects using drones. We operate internationally, with the focus on Europe. Our team consists of young, motivated, and passionate technicians and salespeople. To reinforce our team at Aero Enterprise in Linz, we are looking for an employee in the field

Marketing & Back Office (m/f/x)

Part-Time (30h/week)

Requirement profile

- Graduate of HAK, university or college, preferably in economy and/or marketing
- Professional experience in a relevant position as a marketing assistant is an advantage
- Basic commercial knowledge is an advantage
- Very good written and spoken German and English
- Very good application knowledge in WordPress, all office programs and IT communication technologies
- Perfect organizational talent
- Independent, responsible, and meeting deadlines

Your tasks

Marketing

- Ongoing support for the website (WordPress), social media & PR
- Organization of trade fairs and company events
- Creation of Power Point presentations
- Texts and layout of promotional items, brochures, etc.
- Contact management in the CRM system
- Marketing budgeting

Back Office

- Ongoing office correspondence
- Finance: Payment transactions, hand cash, contact person for accounting
- Human resource: Application management, monthly time schedules

What we offer

- Immediate employment
- In Linz/Austria (good transport connections)
- Part-time 30 hours per week (4 days); Expansion to full-time is desirable in the medium term
- Flexible working hours; Home office possible by arrangement
- Industry standard salary depending on previous experience, level of training and additional qualifications
- At least € 1.850 gross salary per month (for 30 hours)

We are looking forward to your application!

Peter Kurt Fromme-Knoch
career@aero-enterprise.com
+43 732 210 330