



TRAINEE (W/M) COMMUNICATION & ADMINISTRATION

Klagenfurt · Full time

The family company SW Umwelttechnik Stoiser & Wolschner AG was founded in Klagenfurt in 1910 and has been listed at the Vienna Stock Exchange Market since 1997. The company has been developing and producing precast concrete elements used in infrastructure construction above and below ground level – for over 105 years in Austria, 25 years in Hungary and 15 years in Romania. We improve a location's attractiveness and quality of life in Austria and CEE with projects spanning from underground and road construction to structural engineering and residential building.

Purpose of the role

- To develop and deliver highly engaging and inspiring internal and external communications content for the CEO.
- To oversee the delivery of the content through a multi-channel strategy.

Job Description

- Build and curate a CEO story bank, including supporting visual materials, to support and enable the CEO to prepare quickly and easily for key speeches, internal events, etc. This will involve working closely with the CEO to understand and capture his „voice“ in key communications content, as well as mining for great stories and examples throughout the SW Umwelttechnik organization.
- External social media: Draft short-form and long-form posts for the CEO, including on LinkedIn and Facebook.
- Write messages for the CEO as needed (e.g. quotes for brochures, new hire messages, ad hoc letters, etc.)
- Monitor and measure impact of CEO communications and improve and adapt accordingly, ensuring maximum engagement within overall positioning strategy.

Minimum requirements

- University degree in any discipline involving critical thinking and extensive writing
- English business fluent, Hungarian and Romanian would be an advantage

Others

- Excellent interpersonal and communications skills

Unser Angebot für Sie

- Ein dynamisches Arbeitsumfeld in einem internationalen Konzern
- Ein eigenverantwortliches und abwechslungsreiches Aufgabengebiet
- Diese Position ist mit einem Einstiegsgehalt von EUR 28.000 brutto p.a. auf Basis einer Vollzeitbeschäftigung dotiert

Je nach Ihrer Qualifikation und Erfahrung bieten wir Ihnen eine deutliche Überbezahlung.

Contact person

If you are a dynamic and open-minded team player whose working style is characterised by flexibility and you are looking for a position where you take on even more responsibilities, take the first step and send your application to

SW Umwelttechnik Stoiser & Wolschner AG

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Concrete mission since 1910

SW
Umwelttechnik
STOISER & WOLSCHNER AG