

Evologic Technologies aims to supply Any Biological at Any Scale, Anywhere by unlocking biologicals with manufacturing technology. Evologic is focusing on the Agri Input Market opportunity. Outside of Pharma, this is the sweet spot of product value and market protection. The growing Agri Input market is an opportunity to capture value with fermentation-based manufacturing Technology.

We are a growing, highly dedicated, energetic, international team of 30 employees with research and production centralized in our site in Vienna's 23rd district. The office is easily accessible by public transport. We offer interesting challenges in an innovative and motivated environment, with flat hierarchies and short decision-making processes.

For our site in Vienna, we are looking for a

Backoffice and Purchasing Assistant (m/f/d) – Full time

For this key position we are looking for a self-motivated, team-oriented person with excellent organisational skills. You are reliable, hands-on, and enjoy keeping things running smoothly behind the scenes. With a proactive mindset and a friendly, can-do attitude, you're ready to become the heart and soul of our team.

Responsibilities:

- Purchasing
 - Procurement with our inhouse ordering system
 - Purchasing administration and delivery coordination/follow-ups
 - Handling of credit card and PayPal payments
- Travel management and Event organisation
- Assistance to the management (as the need arises)
- General back office duties and team support
 - On- and offboarding of employees
 - Overseeing the day-to-day upkeep of communal areas and kitchen supplies
 - Office supply management, documentation, and record keeping

Requirements:

- •Completed commercial education (e.g. HAK, FH or equivalent)
- •Proficient in MS Office, with high IT affinity
- •Procurement experience highly desirable
- •Excellent command of English (company language); solid German skills (negotiation level)
- •Willingness to work on site at our office (this is not a remote position)
- •Availability to start no later than August 2025

We are looking forward to receiving your application by mail to office@evologic-technologies.com.

For legal reasons, we are obliged to point out that the collective agreement minimum salary for this position is € 2.383,00 gross p.m. The willingness to overpay according to your qualification/experience profile is of course given. In addition to benefits, we offer flexible working conditions.