

# Office Manager (m/f/d)

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The Cori Institute of Molecular and Computational Metabolism is a new research institute of the Austrian Academy of Sciences, being established in Graz in close partnership with the University of Graz, the Medical University of Graz and Graz University of Technology. Its mission is to decode, model and engineer human metabolism and its interaction with the environment, bringing together experimental biology, medicine, computation, AI, engineering and translational thinking.

This is a rare opportunity to help build a scientific community from the very beginning. The Cori is not yet a finished institution with fixed routines, inherited habits and established hierarchies. It is a new place being created almost from scratch: its scientific culture, recruitment standards, internal processes, collaborations, meeting formats, training philosophy, communication style and institutional identity are still being shaped.

We are therefore looking for an exceptional

## **Office Manager**

### **Full time (40h/week)**

As an Office Manager, you will assist our Scientific Director and the growing scientific community with travel arrangements, hotel bookings and general administration tasks to ensure smooth day-to-day operations.

### **Your Responsibilities**

- Support the Scientific Director, Group Leaders, Cori employees, guests and applicants with logistics, onboarding, travel arrangements, organising schedules
- Organise interviews and hearings
- Prepare meeting rooms for meetings, external visits
- Support in event organization
- Support Cori employees with conference registrations
- General administrative support

### **Your Profile**

- Completed vocational education or university degree, ideally in business administration
- 2-3 years of experience as an assistant, event management or administration
- Excellent English and German language skills
- Organizational skills and ability to work under pressure
- Good knowledge of MS Office
- Hands-on mentality
- Service orientation and proactivity

## Our Offer

- A unique opportunity to co-build and co-lead a new international research institute
- Significant autonomy and responsibility in a founding phase
- A purpose-driven, dynamic, interdisciplinary, and international environment
- The opportunity to define a new model for research organisations
- Partner and collaborate with top scientists and future leaders
- Competitive salary in the range of €2.529- €3.900 EUR gross per month paid 14 times, based on qualification and experience, and benefits package
- Support for relocation to Graz is provided

## Application

The Cori Institute and the Austrian Academy of Sciences are committed to equality of opportunity, diversity and an inclusive working environment. Applications from qualified candidates of all backgrounds are welcome. We especially encourage applications from candidates who will contribute to the diversity of the institute.

Applications should be written in English and include a curriculum vitae , a short motivation letter, a brief statement , and the names and contact details of two or three referees.

Please apply using the following link: <https://cori-institute.onlyfy.jobs/job/ggisbwob>

Application received before July 31 will be accepted.

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### Additional information

City	<b>Graz</b>
Position type	<b>Full-time employee</b>
Start of work	<b>01.09.2026</b>

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### Responsible

Memo Mkhles

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