
The **Institute for Austrian and International Tax Law** is the largest academic institution of its kind worldwide. As well as being active in research and teaching activities at WU Vienna, the Institute is involved in many national and international research projects and therefore has an excellent worldwide reputation. Being the hub for the international tax community, the Institute offers a unique academic platform for significant, innovative and inspiring tax-related research. The working language of the Institute is English.

The **WU Global Tax Policy Center** at the Institute for Austrian and International Tax Law is one of the leading think tanks on the interface between tax policy, tax administration and tax law in today's global economy.

The Institute for Austrian and International Tax law is looking for an Administrative Assistant to work full time for the WU Global Tax Policy Center at the Institute for Austrian and International Tax Law starting from **November 17, 2025** or upon agreement.

Administrative Staff Member – 30-40 hours

Scope of Duties

- Supporting the organization of international events (meetings, workshops, conferences)
- Organizing and maintaining administrative systems and calendars, updating database and homepage
- Liaising with government officials, academia, businesses, researchers and administrators
- Preparing documents, brochures, updating files and presentations for conferences, managing conference budgets
- Communication with project funders
- General administrative tasks with an emphasis on correspondence in English
- Administering travel arrangements and reimbursements
- Assisting professors of the Institute, as well as research associates and students

Your Qualifications

- High school diploma, college diploma is an advantage
- Excellent English writing skills both in grammar and spelling
- Very good German skills both written and spoken
- Very good IT skills, willingness to learn other user programs (e.g. graphics programs, CMS, Typo3)
- Ability to work independently
- Planning and time management skills
- Intercultural approach / attitude
- Enjoying organizing and dealing with people both personally and virtually
- Accuracy of work
- Willingness to time flexibility during events

We offer

- A pleasant working environment in a motivated team
- Flexible working hours
- Employment for 30-40 hour a week with all benefits (medical insurance, pension, etc.,)
- Salary according to the Collective Agreement is € 2.751,50 per month based on a 40 hour week; (paid out 14 times per year). This may change according to specific work experience in this field.

If you are interested in this multi-faceted job and would like to join our team, please send your Curriculum Vitae and educational certificates along with a covering letter introducing yourself and telling us why you think that this job is for you. Please apply online with the reference number 2574 (www.wu.ac.at/jobs) no later than **October 29, 2025**. For further information, do not hesitate to ask Ms. Lisa Hösch (jobtaxlaw@wu.ac.at). For information concerning our Institute, please see our homepage www.wu.ac.at/en/taxlaw/.