



Bring your passion. Build the future.

DSM – Bright Science. Brighter Living.™

Royal DSM is a global, purpose-led, science-based company active in Nutrition, Health and Sustainable Living. DSM's purpose is to create brighter lives for all. DSM addresses with its products and solutions some of the world's biggest challenges while simultaneously creating economic, environmental and societal value for all its stakeholders – customers, employees, shareholders, and society at large. DSM delivers innovative solutions for human nutrition, animal nutrition, personal care and aroma, medical devices, green products and applications, and new mobility and connectivity. DSM and its associated companies deliver annual net sales of about €10 billion with approximately 23,000 employees. The company was founded in 1902 and is listed on Euronext Amsterdam. More information can be found at www.dsm.com.

DSM is the new home of BIOMIN. With this acquisition, we have strengthened our role in the area of innovative sustainable solutions for mycotoxin risk management, gut performance and animal nutrition.

What sets working at DSM apart? It's that through sustainable and safe nutrition, we want to improve health for people and the planet. This is a place where you can learn, grow and develop – and know that every day of your career here will be as exciting as the first.

ADMINISTRATIVE ASSISTANT (M/W/D)

You are known for your outstanding multitasking and organizational skills? You would describe your english as "very good"? And above all, a welcoming teamspirit, a close cooperation with your teammates and the possibility of working partially from home are essential for you? Perfect! Apply now and become part of our Regulatory Affairs Team in Getzersdorf!

Your key responsibilities:

- Preparation of export documents for approval procedures at feed authorities
- Administrative activities such as maintenance of databases and registers
- Management and creation of labels including assistance with the implementation of label - software
- Cooperation with contact persons, both within the group (product management and development, export, production, etc.) and outside the group (distributors, etc.)

What else you need to know:

- Your place of employment: Getzersdorf (Austria)
- Type of employment: 38,5 h/week, full-time, permanent contract, possibility of partially Home Office after training period
- This position is available immediately (we will be happy to consider you notice period or your preferred date)
- Depending on your classification in our career model, your professional experience and qualifications, we offer you an attractive total compensation package for this position starting at € 28,000 gross p.a. (full-time). Overpayment is possible.

You bring:

- Experience with administrative tasks
- MS-Office skills, especially good Excel skills are an advantage
- Very good written and spoken English and German skills are mandatory

We bring:

- Home Office possibility that offers flexibility to employees across the business
- Diverse employees who aren't afraid to think outside of the box
- A supportive environment where you're empowered to grow and share your ideas
- A safe, inclusive workplace where you feel welcome

Our recruitment process

Interested in this position? Please apply on-line by uploading us your resume in English via our [career portal](#)

The procedure will generally be in line with the DSM application process outlined on the DSM career website. Due to privacy regulations, we can only actively interact with applications via our career portal.