



Administration Assistant

RailNetEurope (RNE) is an association of European Infrastructure Managers (IMs) and Allocation Bodies (ABs) with the common goal of facilitating international traffic on the European rail infrastructure and increasing the efficiency of the IMs'/ABs' processes. RNE's Joint Office (JO) is located in Vienna with approximately 80 employees from many different European countries.

Detailed information can be found on RNE's website: www.rne.eu

To support the Administration and Communications team, we are currently looking for a hands-on Administration Assistant.

Your main duties / responsibilities

- Serve as the first point of contact at the front desk, ensuring a professional and welcoming environment for visitors and colleagues
- Coordinate and manage business travel arrangements for the RNE Managing Board and Joint Office, including bookings and invoices
- Handle daily enquiries via telephone, email, and post in a timely and professional manner
- Coordinate office maintenance and liaise with service providers when needed (e.g., the facility manager)
- Ensure the premises are well-organised, tidy, and presentable at all times
- Monitor inventory of office, kitchen, and sanitary supplies; place orders as required
- Liaise with the Finance team on invoicing matters
- Prepare internal meetings (prepare the room, beverages, snacks and lunch)
- Maintain and regularly update Joint Office staff records (e.g. internal calendars, birthdays, login lists)
- Provide administrative and organisational support to the JO Board and RNE Managing Board for ad-hoc tasks

Your qualifications & skills

- Proven experience in a similar front desk, administrative, or back-office role
- Hands-on, solution-oriented mindset with a high level of creativity and organisational skills
- Structured, reliable, and independent working style
- Strong ability to multitask and perform effectively under time pressure
- Solid proficiency in MS Office (Word, Excel, PowerPoint)
- Excellent command of English and German
- Strong interpersonal skills with a friendly, diplomatic, and professional demeanor
- Basic understanding of bookkeeping considered a plus
- Experience with BMD software is an advantage

What we offer

- The annual gross minimum wage for this position according to the Austrian Act on Equal treatment is € 41,000 (full-time, 40h/week), with willingness to negotiate overpayments in line with the market, depending on experience and qualifications.
- A brand new modern and fully accessible office.
- A friendly and cooperative team with interesting projects.
- Individual development opportunities in an international company

Are you interested in the position?

We are looking forward to receiving your CV together with a letter of motivation (including possible starting date and salary expectations) and please kindly note that we will only accept applications via [this link](#).

We kindly ask you to take note that RNE cannot cover applicants' travel expenses for interviewing processes.