

Administrative & Content Assistant

Full time 40h/week

RailNetEurope (RNE) is an association of European Infrastructure Managers (IMs) and Allocation Bodies (ABs) headquartered in Vienna. With around 80 international employees, we actively shape the future of European rail transport. Through innovative processes and IT solutions, we drive the digitalization and efficiency of European capacity management in view of the upcoming requirements from EU legislation.

We are looking for an Administrative & Content Assistant to support a diverse range of activities, collaborate with internal and external stakeholders, and contribute to a dynamic European working environment with opportunities for professional growth.

YOUR DUTIES & RESPONSIBILITIES

- Manage digital documentation and information within the Market & Performance department.
- Organize working groups, meetings, and small-scale events.
- Maintain and enhance stakeholder and customer information in the CRM system.
- Create and coordinate content for stakeholder communication across RNE's website and channels.
- Provide administrative assistance to the M&P management and support on project management and operational issues to the wider team.

YOUR QUALIFICATIONS & SKILLS

- 3+ years of experience in an administrative role; knowledge of the railway sector is a plus.
- Strong organizational skills with a structured and reliable approach to managing tasks and priorities.
- Excellent written communication skills in English with the ability to adapt content for different audiences.
- Ability to collaborate with experts from diverse fields and support effective teamwork.
- Experience with content creation, CRM tools, or preparing visual materials is an advantage.
- Strong attention to detail and ability to perform effectively in a fast-paced environment.

WHAT WE OFFER

- Opportunity to work on unique projects in an innovative environment.
- The annual gross minimum wage for this is € 45.000 (full time – 40h/week), willingness to offer above-market salary depending on experience and qualifications.
- Flexible working hours with the option of up to 50% home office.
- Modern office in an international environment with high-energy, committed teams.
- Individual development opportunities in a supportive working environment.

Do you want to board the train to the future?

Apply directly here: [Administrative & Content Assistant](#)

If you have any further questions, feel free to contact me directly.

Contact Person



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