

Team Assistant

Part time 30h/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 a Team Assistant to provide administrative support to the Administration & Communications Team. The role supports the planning and organisation of RNE meetings and events, as well as day-to-day administrative activities, including front desk cover when required.

YOUR DUTIES & RESPONSIBILITIES

- Support the Team with daily administrative and organizational tasks.
- Ensure smooth operations, including front desk coverage when required.
- Coordinate operational tasks in line with team priorities.
- Prepare accurate meeting minutes and concise summaries.
- Coordinate administrative and logistical support for RNE meetings and events.

YOUR QUALIFICATIONS & SKILLS

- 2+ years of experience in an administrative role, ideally with knowledge of the railway sector.
- Strong organizational skills with a structured and reliable approach to managing tasks and priorities.
- Excellent written communication skills with the ability to adapt content for different audiences.
- Ability to collaborate with experts from diverse fields and support effective teamwork.
- Excellent English skills, both written and spoken, including minute-taking.
- 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 € 30,000 (part time – 30h/week), willingness to offer above-market salary depending on experience and qualifications.
- Flexible working hours with the option of up to 20% home office.
- Modern office in an international environment with a high-energy, driven teams.
- Individual development opportunities in a supportive working environment.

Do you want to board the train to the future?

Apply directly here: [Team Assistant](#)

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

Contact Person



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