

# Executive Assistant

## Description

SUNFOX Games is a leading supplier of innovative high-quality games and animated game trailers for the international online casino industry and part of Playtech PLC.

We are looking for an executive assistant with strong finance skills for our Vienna development studio.

He / She would be responsible for assisting the director with all administrative, financial and sometimes also project and product related tasks.

The ideal candidate is a highly organized person with finance and accounting knowledge and excellent communication skills.

## Duties and responsibilities

- Handles invoice collecting, basic bookkeeping tasks and money transfers from company accounts in cooperation with the finance department and accounting partner firm.
- Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.
- Routing correspondence; drafting letters and documents; collecting and analyzing information; and initiating telecommunications.
- Maintains executive's appointment schedule by planning and scheduling meetings, conferences, teleconferences, and travel.
- Represents the executive by attending meetings in the executive's absence and speaking for the executive in his absence.
- Completes projects by assigning work to clerical staff and following up on results.
- Prepares reports by collecting and analyzing information.
- Secures information by completing database backups.
- Provides historical reference by developing and utilizing filing and retrieval systems and recording meeting discussions.
- Maintains office supplies inventory by checking stock to determine inventory level; anticipating needed supplies; evaluating new office products; placing and expediting orders for supplies; and verifying receipt of supplies.
- Ensures operation of equipment by completing preventive maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; calling for repairs; maintaining equipment inventories; and evaluating new equipment and techniques.
- Contributes to team effort by accomplishing related results as needed.

## Required Skills and Qualifications

- Written and verbal communication skills in English
- Reporting skills
- Finance and bookkeeping skills
- Supply management
- Scheduling
- Computer software skills including Microsoft Office
- Organization skills
- Time management skills
- Presentation skills



- Office equipment maintenance
- Travel logistics

## We Offer

- Part time employment – something between 24 and 32 hours/week with the option for home office.
- A competitive salary with mandatory health insurance and pension plan.
- Very diverse projects within a highly motivated and creative small production team.
- The chance to work in the beautiful city of Vienna in the heart of Europe.
- We offer a **minimum** monthly gross salary of 2000 Euro for 32h/week with 20 days (pro rata) of paid holiday per year and the **possibility of overpayment** for professional experience and additional qualifications.

If you are interested in this job and want us to learn more about you, please send your CV via email to [jobs@sunfoxgames.com](mailto:jobs@sunfoxgames.com).

We are looking forward to hearing from you soon!



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