



Administrative & Sales Assistant

Are you passionate about new technologies and future-oriented projects in semiconductor design? Photeon is the place for you!

As a market leader in turnkey solutions, Photeon offers the opportunity to work on a diverse range of products across Automotive, Compute, Industrial, Medical, and other markets. We are seeking a dynamic **Administrative & Sales Assistant** to join our team. We provide an energetic, exciting, and friendly environment with numerous opportunities for your professional growth in the direction that suits you best.

We welcome you to become a key contributor to our success, fostering collaboration and teamwork every step of the way.

Your Role:

As our Administrative & Sales Assistant, you'll be the key player that keeps operations smooth and customer interactions seamless. From supporting sales campaigns to managing business trip logistics and crafting killer presentations - your multitasking superpowers and growth mindset will help us scale with confidence.

- Support daily sales and marketing activities with precision and efficiency
- Oversee general office management duties, ensuring a smooth and organized work environment
- Manage financial tasks, including creating invoices, placing orders and monitoring expenditures
- Manage CRM data entry, updates, and reporting
- Assist in the creation of marketing materials using Adobe Suite
- Coordinate business trips and schedule meetings across international time zones
- Create and polish presentations for internal and client-facing use
- Contribute to social media and digital campaign execution
- Help prioritize tasks across departments and keep projects on track
- Work closely with cross-functional teams to support business objectives

Your Profile:

- ~3 years of experience in administrative or sales support
- Familiarity with CRM systems and Adobe Creative Suite
- Organizational wizardry with excellent prioritization skills
- Strong communication and teamwork abilities
- Flexibility, curiosity, and eagerness to learn fast in a dynamic environment
- Experience in travel & exhibition coordination
- Digital marketing is a plus
- Proactive attitude and a passion for supporting sales & operations excellence
- Excellent verbal and written English & German skills

What We Offer:

- Opportunity to work with cutting-edge technology and a talented team
- Personal development and individual training plans
- Innovative products and business environment
- Flexible working hours
- Friendly and supportive environment
- Exciting, varied work in a growing and internationally active company
- Comprehensive onboarding and ongoing support
- Modern office spaces
- Team building events
- Competitive compensation well above the relevant collective agreement



Are you ready to shape the future of semiconductor technology aimed at enabling solutions for a better life? We look forward to receiving your application at recruiting@photeon.com.

Location: Dornbirn, Austria

Contact

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