

Intern (f/m/d) – Marginal Employment

6–8 hours/week

As an intern, you will actively support our team in either research or administrative areas – depending on your field of interest and assignment.

You will gain valuable insights into the operations of an innovative competence center and contribute to current topics that connect science, business, and society.

POSSIBLE AREAS OF RESPONSIBILITY:

- Support in ongoing research projects (e.g. literature review, data processing, documentation)
- Assistance in the preparation of project proposals and scientific reports
- Support in administrative processes, such as project controlling, human resources management, communication, or grant administration
- Preparation of presentations, overviews, and internal working materials
- Organization and follow-up of meetings, workshops, or events
- Contribution to interdisciplinary topics and cross-project tasks within the team

YOUR QUALIFICATIONS:

- Ongoing studies in a technical or business-related field
- Excellent MS Office skills
- Strong team spirit, ability to work independently, and a high level of communication skills
- Very good command of English, both written and spoken
- Good communication skills and ability to work in a team as well as independency
- Good German and English language skills (C Level)

WE OFFER:

- Excellent work-life-balance (flexible working plan) and home office
- Contribute and work on a strategic project
- Innovative, challenging and diverse tasks
- Dynamic, creative and multicultural team
- Company events, health management, public transport - voucher and much more
- Exciting possibilities for professional and personal development

We are required by law to specify the minimum gross salary according to the collective agreement, which is for the full-time position with some working experience a minimum of 2.473,00 EUR gross per month (14 times per year).

We are looking forward to your application to
career@know-center.at



Individual working
hours & home office



You-Culture and
informal working
atmosphere



Modern & brand
new office



Fitness and
health at work



Team events and
networking
possibilities



Dynamic, creative and
multicultural team



Career and
development