



Got a knack for supporting and helping others, planning and organization, and maybe coupled with a passion for **Banking** and **FinTech**?

We're a close-knit, distributed, agile, dynamic, startup-like team of professionals aspiring to build the next big neobank. We operate as a part of one of the largest Financial Services players in CEE, and we're on a mission to translate Raiffeisen's vast throw of experience into digital world: by making finance – simpler and faster, and loans – accessible to everyone. All done transparently, in minutes, and without any paper. We're in one market already, but plan to become omnipresent across EU going forward. We're looking for a like-minded person eager to make a difference to join us as:

## ASSISTANT TO THE BOARD (F/M/D)

### THE POSITION:

To fill this role, we are looking for someone to provide daily support to two of our Board Members. You will be responsible for organization, calendar coordination, meetings, appointment management, as well as travel and event planning. To succeed in this role, confidentiality should be of utmost priority to you, with an affinity for planning and support. Your daily routine will include communication with our CEO, senior management, assistants, as well as the Digital Bank Team in its entirety. For this reason, it is important that you are proactive, willing to help, and flexible. Being receptive and responsive to the input of others should come naturally to you. You should enjoy working in an international and fast-paced environment.

### YOUR QUALIFICATION

- Excellent English and German language skills
- 5+ years of experience assisting Senior Management/Board Members
- Proficiency in MS Office 365, experience with various administrative (web) tools (e.g., SharePoint, SAP) is a plus
- High degree of service orientation and self-organization as well as a high level of confidentiality, diligence, and attention to detail
- Great communication and people skills, Team player with proactive and positive mindset

### OUR OFFER

- Being a part of an international and innovative team. Gain practical experience in an inter. business environment. Learn from working with successful banking professionals.
- Make the most of the benefits we offer, such as a modern, centrally located office in the 3rd district with a view over Stadtpark, canteen, home office and provided cell phone and laptop. discounts at different retailers and other benefits.
- We guarantee a monthly payment according to the official national collective agreement of EUR 2.665,15 gross. As we have a clear willingness to overpay, you can expect an appropriate payment depending on your concrete skills and experiences.

We are proud of the diversity of our employees. Equal opportunities are a matter of course for us. Our career paths are accessible to all - regardless of origin, sexual orientation, culture, gender, age, political or religious conviction or disability.

**apply NOW!**

Please note that – due to data protection – we will only be able to consider applications through our **JOBS PLATFORM**. Further information and vacancies on our website: [www.rcb.at/en/careers](http://www.rcb.at/en/careers).

### ABOUT RAIFFEISEN CENTROBANK

Raiffeisen Centrobank AG (RCB) is the competence center for certificates and equity trading in Austria, with a strong regional focus on Central and Eastern Europe. As a pioneer and market leader in the field of structured products RCB offers a broad range of certificates for all market situations and customer needs.

In addition, RCB is a relevant market maker for equities and equity derivatives in the German-speaking area as well as in CEE. As largest domestic specialist and market maker at the Vienna Stock Exchange the Bank provides liquidity for the entire Austrian Prime Market. RCB is a subsidiary of Raiffeisen Bank International AG.

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### Raiffeisen Centrobank AG

Member of RBI Group  
Am Stadtpark 9, 1030 Vienna, Austria  
Katja Kreiner, [recruiting@rcb.at](mailto:recruiting@rcb.at)

We are looking forward to  
your application.

Jobs at

 **Raiffeisen  
CENTROBANK**