



**LAUDER**  
BUSINESS SCHOOL

The **Lauder Business School (LBS)** is a fully accredited, international Boutique Business School with a learning and work environment influenced by diversity. Creative freedom, flexible working hours, involvement in a highly integrated team and the cooperation in a dynamic university project characterize the professional activities at LBS.

The staff unit "**Quality Management**" has developed a quality management system tailored to their needs, based on the fundamental principle of systematic and continuous improvement of all services and based on the TQM concept. The focus is on external evaluation and accreditation procedures as well as the implementation of the internal QM system. In order to guarantee a high-quality standard, we are now expanding our QM department.

**We are seeking to fill the following position:**

## **Assistant Quality and Project Manager (m/f)**

### **Tasks:**

- Close cooperation in the development of quality and process management at Lauder Business School
- Coordination and processing of internal and external projects

### **Profile:**

- Minimum of 2 years of experience in the field of Quality Management
- Experience with project management
- Excellent command of written and spoken English and German
- Accurate, structured and responsible way of working
- Strong social and communication skills, personal initiative, team spirit and consulting capability
- Advanced IT skills (Excel, SPSS)
- Familiarity with „blended learning“ preferred

### **Our Offer:**

**Schedule:** 20 hours per week (50% of full-time)

**Place of Work:** Lauder Business School Vienna

**Salary:** EUR 25.000 gross annual salary

**Start:** by agreement

**If you are interested in this position we are looking forward to your application including motivation letter and CV at: [applications@lbs.ac.at](mailto:applications@lbs.ac.at).**