

# Information Management

## Areas of Responsibility

- Internal und external information relay
- Website editorship and maintenance
- Library and archives maintenance (administration of and care for the documents (largely electronic), currently more than 55,000 documents)
- Administration of standards
- Maintenance of directories and databases
- Publication of announcements in the relevant media
- Publication of "OIB aktuell" and the building material lists ÖA and ÖE (editorship, production coordination, subscription management and administration)
- Advertisement acquisition
- Public Relations and Marketing

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