

Job announcement No. 32/2017

The Helmholtz Centre for Infection Research is currently seeking for a

Secretary (m/f)

in part-time for the department of Structural Systems Biology at the Centre for Structural Systems Biology (CSSB) in Hamburg under the auspices of the Helmholtz Centre for Infection Research (HZI). HZI is a member of the Helmholtz Association of German Research Centers, the largest scientific organization in Germany.

The Helmholtz Centre for Structural Infection with location at the CSSB focuses on the initial steps of Gram-negative bacterial infections employing state of the art biophysics techniques. A greater understanding of the infection process will allow us to develop new therapies to treat bacterial infections. The HZI/CSSB offers a unique research environment in the field of infection biology, a stimulating networking with international scientists that step up in the global fight against infectious disease and a modern place of work that continually reinforce personal skills.

Responsibilities:

- Provide administrative support to the group leader and the department members with minimal supervision
- Assist with the application process of scientific research projects
- Gather information from the internet and provide summaries in English and German
- Scheduling and coordination, tracking and control of open business transactions in English and German languages
- Handling incoming and outgoing mail and follow up on actions
- Placing orders for the department
- Coordinating and filing travel arrangements
- Monitoring the departmental budget, contracts, orders, etc.
- Updating the department's website
- Helping incoming international students with the formalities of registering with the city and other administrative issues
- Assisting with the organization of local conferences and seminars

Requirements:

- Completed vocational training in the commercial sector
- Work experience in an administrative team, preferably in the area of life sciences or health care
- Proficiency in office management
- Proven ability to work effectively and independently in both English and German
- Very good organizational skills and attention to detail
- Proficiency in MS Office package (Word, Excel, Power Point) and academic publishing software (Adobe Acrobat, EndNote)
- Experience in using SAP is an advantage
- Tact and discretion are required, along with good judgement and the ability to establish and maintain effective working relationships

Given equal qualifications, handicapped applicants will be considered on a preferential basis.

The position is suitable for a part-time employment (25 hours/week).

Location:	Hamburg
Starting date:	as soon as possible; the position will be limited for 2 years, extension possible
Probation period:	6 months
Salary:	E 6 TVöD/Bund
Published on:	11.05.2017
Closing date:	27.05.2017

You are encouraged to contact directly the Department Head for questions regarding this job opening: Prof. Dr. Michael Kolbe (michael.kolbe@helmholtz-hzi.de).

If you are taking pleasure in growing with the given task in an international environment, we would be pleased to receive your application in English with the job reference **32/2017** at the:

Helmholtz Centre for Infection Research
Dept. of Human Resources
Inhoffenstraße 7
38124 Braunschweig

or by E-Mail: JobsHZI@helmholtz-hzi.de as a **single** PDF file of maximal 5MB size.

It is a must to include a cover letter outlining briefly your career goals and motivation for this position and complete *curriculum vitae*.