



The Max Planck Society is Germany's premier research organization. The currently 84 Max Planck Institutes and facilities conduct basic research in the service of the general public in the natural sciences, life sciences, social sciences and the humanities.

The Max Planck Institute for the Structure and Dynamics of Matter (MPSD) is a research institute of the Max Planck Society for the Advancement of Science e.V., which currently employs about 150 people.

The scientists of the MPSD investigate the structure and properties of matter down to its atomic and electronic motions, on the ultrashort timescales of femtoseconds and attoseconds.

The institute is located on the research campus Hamburg-Bahrenfeld and is a partner in the Center for Free-Electron Laser Science (CFEL), together with DESY and the University of Hamburg.

We are looking for an

Office Manager (f/m/d)

for the Department "Theory" in a Full-time position.

Your tasks include:

- Travel management for director and staff (Coordination, planning and organization of business trips) and support of guests
- Schedule management with electronic calendars
- Information and document management
- Organization, coordination, preparation and follow-up of internal and external meetings, conferences and events
- Onboarding / offboarding of employees in collaboration with HR department
- Coordination and purchase orders of office supplies
- Office space planning
- Proactive support of the directorate in all organizational and administrative matters
- Work closely with the administration of the institute in all administrative procedures

Your background and skills:

You have a successfully completed vocational training and/or a or certified foreign language secretary or comparable training. Ideally, you already have experience as an administrator in an international academic environment.

Your profile should meet the following requirements:

- Very good command of the English and German language spoken and written are an essential requirement, additional language skills are considered as an asset
- Effective organizational skills and flexibility in a fast-paced environment
- Exceptional attention to detail and follow-up in a timely manner
- Ability to multi-task and set priorities while maintaining a positive demeanor
- Ability to maintain confidentiality of sensitive data
- Exceptional intercultural skills
- Computer proficiency is required (Outlook, Word, Power Point and Excel)

The successful applicant will be able to work independently and responsibly as well as enjoy working in a team.

Our offer:

- A responsible and exciting position in a growing interdisciplinary and internationally orientated research institute with long-term prospects
- A friendly, collegial working environment and a modern workplace in an attractive building
- Support in balancing work and family life as well as a wide range of individual training opportunities
- A position initially limited to two years with the option of permanent employment
- Remuneration and social benefits up to pay group 9a depending on qualifications in accordance with the collective agreement for the public service (TVöD-Bund) and the supplementary pension scheme (VBL)
- A subsidy for the Profiticket as a Germany ticket

Your application:

The Max Planck Society strives for gender equality and diversity. We welcome applications from all background. The Max-Planck Society is committed to increasing the number of individuals with disabilities in its workforce and therefore encourages applications from such qualified individuals.

Please note: Applications for this job are only accepted via our online application portal.

If you are interested in this position **please send your detailed application documents (Motivation letter, CV References) in English along with the earliest possible starting date by 14.04.2024.**

Detailed information about the application can be found at: <https://www.mpsd.mpg.de/career/jobs>

We look forward to your application.

