



TEAM ASSISTENT.

DESY, Hamburg location, is seeking: Bilingual Secretary (f/m) English/German for three new research teams

Remunerationgroup 9a

DESY

DESY is one of the world's leading research centres for photon science, particle and astroparticle physics as well as accelerator physics.

In the last year the division Photon Science was able to win three new leading scientists, who are in the process of building up three new research teams on the campus. The main research activities of these groups are spectroscopy of molecular processes, attosecond science and theory of ultra-fast processes with X-ray light. We are looking for a full-time bilingual secretary for these research groups.

The position

- Correspondence (multi-lingual)
- Editing of lecture and presentation manuscripts
- Calendar and appointment management
- Project management (third-party funding)
- Handling of travel affairs (travel preparation and travel reimbursement)
- Visitor assistance
- Organization of events/workshops/seminars
- Operation of the group secretaries with canonical secretary duties
- Handling of orders, invoice checking
- Assistance of coworkers of the group in administrative issues

Requirements

- Foreign languages apprenticeship or similar knowledge or experiences
- Business fluent in German and English, speaking and writing (official language in the groups is English, additional knowledge of Italian would be desirable)
- Computer literacy (Word, Latex, PowerPoint, Excel)
- Experience in the organization of workshops/seminars
- Ability to work in a team and very good communication skills
- Work in an independent and structured manner

For further information please contact Mrs. Melanie Schnell Phone: 040 8998-6240 or Melanie.schnell@desy.de

Salary and benefits are commensurate with those of public service organizations in Germany. Classification is based upon qualifications and assigned duties. Handicapped persons will be given preference to other equally qualified applicants. DESY operates flexible work schemes. DESY is an equal opportunity, affirmative action employer and encourages applications from women. Vacant positions at DESY are in general open to part-time-work. During each application procedure DESY will assess whether the post can be filled with part-time employees. There is a bilingual kindergarten on the DESY site.

We are looking forward to your application quoting the reference code preferably via our electronic application System: Online-Application

Deutsches Elektronen-Synchrotron DESY

Human Resources Department | Code: FSMA084/2017

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Deadline for applications: 11 October 2017

www.desy.de