



ADMINISTRATIVE SUPPORT.

DESY, Hamburg location, is seeking: Team Assistance (f/m) for the DESY NanoLab Group

DESY

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

The research team "X-Ray Physics and Nanoscience" performs in-house research in the fields of catalytic reactions on nanomaterials, nanoscale phenomena, and oxide surfaces and interfaces. In addition, it operates the DESY NanoLab, a facility to support photon science users by providing on-site characterization and synthesis techniques complementary to DESY photon science methods. We are looking for a full-time team assistance for this research group. Official language in the group is English.

The position

- Correspondence (multi-lingual, especially English and German)
- IT work (Microsoft Office, web pages, Latex, SAP)
- Calendar and appointment management
- Handling of travel affairs (travel preparation and travel reimbursement) and operation of the group secretary with standard secretary duties
- Assistance of coworkers of the group in administrative issues and financial controlling
- NanoLab user coordination and visitor assistance
- Handling of orders, invoice checking
- Project management (third-party funding)
- Organization of events/workshops/seminars
- Group web page editing
- Editing of lecture and presentation manuscripts (German and English)

Requirements

- Professional training in research or business administration or similar knowledge or experiences
- Fluent Business German and Business English in speaking and writing
- Computer literacy (Microsoft Office, Latex, web pages, SAP)
- Experience in the organization of administrative processes, financial controlling
- Ability to work in a team and very good communication skills
- Work in an independent and structured manner

For further information please contact Prof. Dr. Andreas Stierle
Phone: +49-40-8998-2005 or andreas.stierle@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: FSMA091/2017

Notkestraße 85 | 22607 Hamburg | Germany | Phone: +49 40 8998-3392

Email: recruitment@desy.de

Deadline for applications: 17 December 2017

www.desy.de