# Job posting

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**Title**

Administrative assistant (d/f/m)

**Institution**

GSI Helmholtzzentrum für Schwerionenforschung in Darmstadt operates one of the leading particle accelerator facilities for science. In the next couple of years, the new FAIR (Facility for Antiproton and Ion Research) facility will be constructed, as part of an international cooperation, and will become one of the largest research projects worldwide. GSI and FAIR offer the opportunity to work together in this international environment with a team of employees committed to delivering world-class science on a daily basis.

The Helmholtz Research Academy for FAIR (HFHF) has been established since January 2020 by GSI as well as four Hessen universities and research institutions and is funded by the Hessen State Ministry for Higher Education and Research and the BMBF. The aim of HFHF is to support the strategic partners of GSI in doing research for FAIR.

**Position**

For the support of the Managing Director and the scientific and administrative coordinator of HFHF, we are looking, at the earliest possible start date, for an Administrative assistant (d/f/m)

**Responsibilities**

The areas of responsibility include:

- Independent handling of all telephone and correspondence with partner institutions, authorities, domestic and foreign institutes, also in English and another foreign language
- Administrative support for the Managing Director, the Board of Directors, the Academic Council as well as the HFHF coordinator
- Additional secretarial tasks including preparation of business trips, public transport, scheduling and monitoring of deadlines
- Independent organization, preparation and follow-up of all committee meetings
- Participation in tasks of administrative organization
- Creation and maintenance of financial overviews to monitor the work of the HFHF as well as reconciliation with SAP account statements
- Collecting and submitting all publications produced by researchers affiliated to HFHF into the GSI repository
- Exchange of information with the staff of the Helmholtz Graduate School for Hadron and Ion Research (HGS-HIRe)
- Maintenance of all HFHF forms and guidelines and provide translations into English
- Organization and handling of seminars, colloquia and guest lectures
- Support in the organization of international conferences and workshops
- Assistance with the maintenance of the website (both German and English)
- Assistance with the organization of outreach activities
- Media monitoring

Requirements

We are looking for a distinctive organizational talent with a high degree of independence and personal responsibility as well as experience in administration. In addition, the administrative assistant should possess a high degree of reliability, a systematic way of working, a distinct sense of responsibility, high self-motivation and exemplary commitment as well as the ability to work in a team. Very good IT skills (MS Office and SAP) are also required as well as very good knowledge of German and written and spoken English. An education in business administration or accounting as well as knowledge of the state administrative regulations and university structures would be advantageous.

Application procedure (deadline etc.)

We offer you a diversified and challenging job as part of an experienced project team in our internationally renowned research institute. More information about GSI and FAIR is available at www.gsi.de and www.fair-center.eu.

The position is initially limited to a duration of two years. Salary is equivalent to that for public employees as specified in the collective agreement for public employees (TVöD Bund).

GSI supports the vocational development of women. Therefore, women are especially encouraged to apply for the position. Handicapped persons will be preferentially considered when equally qualified. Job interviews will be scheduled in calendar week 42.

Contact

Please send your complete application documents, including your salary expectations, while mentioning the posting-ID, at the latest until September 25, 2020 to:

GSI Helmholtzzentrum für Schwerionenforschung GmbH
ABTEILUNG PERSONAL
PLANCKSTRAßE 1
64291 DARMSTADT

or by e-mail to: bewerbung@gsi.de