Job posting

**Type of position**
- [x] administrative
- [ ] scientific

**Target group**
- [x] post docs
- [ ] graduates
- [ ] other

**Title**
Team Assistant for iTERM (f/m/x)

**Institution**
Helmholtz Zentrum München
Deutsches Forschungszentrum für Gesundheit und Umwelt
Institute for Tissue Engineering and Regenerative Medicine (iTERM)
Ingolstädter Landstraße 1
85764 Neuherberg

**Position**
Team Assistant

**Responsibilities**
- First and important point of contact for the institute, for the employees, external partners and visitors
- Correspondance in both English and German
- Handling general secretarial tasks in a routine manner, e.g. replying to e-mails and inquiries, schedule planning, communication, travel and visitor management, organize seminars, workshops and business trips
- Providing general administrative services for the team as required
- Processing expense claims, reimbursements and monitor regularly the institute's budgets

**Requirements**
- Trained as a multilingual assistant or have a completed commercial apprenticeship (kaufmännische Ausbildung) or a similarly qualifying training
- Work experience in a similarly demanding role
- Fluent in spoken and written English and German and have a demonstrated ability to communicate with all levels of employees and management
- Very good knowledge of MS Office applications (PowerPoint, Word, Excel, Outlook) and video conferencing
- Exceptionally good organizational talent, high self-motivation and team spirit
- Flexible in the event of changing organizational priorities and find creative solutions

**Application procedure (deadline etc.)**
This position is to be filled as soon as possible. Please use the following link to apply online:
https://jobs.helmholtz-muenchen.de/jobposting/15d8684fc1b669ad52ec46a3f684cffe49bfc5cb0?ref=homepage
Contact

If you have further questions, simply contact Ali Ertürk, +4917647721611, who will be happy to be of assistance.