

Job posting

Type of position

- scientific
 administrative

Target group

- graduates
 post docs
 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.