

The Max Planck Institute of Biophysics is a leading international research institute, where structure and function of proteins are investigated using various physical and biochemical methods.

For the establishment and operation of the institutes' independent research groups, we are looking for a committed

Assistant to the research groups (m/f/d) / foreign language secretary

The position is intended to be a full-time position, but can also be exercised on a part-time basis. The position is initially limited to 2 years, with the possibility for extension.

Your tasks include:

- Support of the research group leaders in all organisational and administrative tasks as well as in the organisation of workshops and conferences
- Organisation of meetings, business trips, seminars and conferences
- Correspondence, filing and office organization for the group leaders
- Administrative Support of employees and guests of the groups

Your profile:

You have completed training as an office management assistant, foreign language secretary or have comparable qualifications. Ideally, you already have experience in the administrative academic field. Completed 'Abitur', A-levels or equivalent are an asset, but not a requirement.

Your profile should further meet the following requirements:

- Very good command of the German and English language in spoken and written form
- Good computer literacy, and familiarity with commonly used office software
- High degree of flexibility and organisational talent
- Experience in an international research institution, science administration and the management of scientific budgets would be an advantage

You are able to work independently, conscientiously and with discretion, and are able to plan your timetable to manage diverse tasks. You work in a manner which is confident, friendly and professional, suitable to an international and highly diverse team.

We offer you an interesting job in an international scientific environment. Depending on your qualifications and professional experience, you will be remunerated according to the TVöD (German federal salary scale) up to salary group 9a and you will receive the social benefits customary in the public sector.

The Max Planck Society strives to employ more severely disabled persons. Applications from severely disabled persons are expressly welcome.

The Max Planck Society strives for gender and diversity equity. We welcome applications from all backgrounds.

Please send applications including a CV, letter of intent, and transcripts of the highest education completed, to the following address by 05.10.2020:



Max-Planck-Institut für Biophysik
Verwaltung und Allgemeine Services
Max-von-Laue-Straße 3
60438 Frankfurt am Main

or, if possible, email them combined in one
PDF file to personal11@biophys.mpg.de



MAX-PLANCK-GESELLSCHAFT