



The Max Planck Institute for the Structure and Dynamics of Matter (MPSD) is a research institute of the Max Planck Society for the Advancement of Science e.V., which currently employs about 150 people.

The scientists of the MPSD investigate dynamic phenomena in matter on elementary time scales of atomic and electronic movements.

The institute is located on the research campus Hamburg-Bahrenfeld and is a partner in the Center for Free-Electron Laser Science (CFEL), together with DESY and the University of Hamburg.

### **We are looking for two**

## **Office Managers (f/m)**

Full-time and/or part-time positions for the Quantum Condensed Matter Dynamics and Theory departments.

### **Your tasks include:**

- Management of schedules
- Coordination, planning and organization of business trips, workshops and conferences
- Perform all aspects of event planning and support for internal and external meetings, including invitations, materials production, venue, travel, food, and staff support for event
- Arrange travel schedules, reservations and other necessary accommodations for staff
- Order and maintain adequate office supplies and manage work room organization
- Compose and/or type routine correspondence, memos, reports, presentations etc. in German and English
- Provide needed administrative support, which may also include database maintenance, assisting in grant or contract proposals, etc.
- File, maintain records, copy, fax and perform other such clerical duties
- Provide administrative support for employees and guests of the department
- Provide backup coverage for other administrative staff in clerical tasks such as answering telephone, distributing mail, reserving conference rooms etc.
- Assistance with special projects as needed
- Work closely with the administration of the institute in all administrative procedures
- Translation of letters, reports and other documents (German/English)

### **Your background and skills:**

You have a successfully completed vocational training and/or a degree in business management. Ideally, you already have experience as an administrator in an academic and international environment.

Your profile should meet the following requirements:

- Excellent command of the English language spoken and written are an essential requirement, additional language skills in Spanish or Italian would be an advantage
- Computer proficiency is required (Outlook, Word, Power Point and Excel)
- Effective organizational skills and flexibility in a fast paced environment
- Exceptional attention to detail and follow-up in a timely manner
- Ability to multi-task and set priorities while maintaining a positive demeanor
- Ability to maintain confidentiality of sensitive data
- Exceptional intercultural skills

- a longer stay abroad in English-speaking countries would be an advantage

The successful applicant will be able to work independently and responsibly as well as enjoy working in a team.

We also expect a high level of professionalism with strong interpersonal skills, good judgment, diplomacy and the ability to work well under pressure.

#### **Our offer:**

We offer a position according to the German public pay scale (TVöD). This position is currently on a two-year contract basis; a long-term perspective is possible.

#### **Your application:**

The Society is committed to employing more people with disabilities. Applications of people with disabilities are particularly welcome.

Please note: Applications for this job are only accepted via our online application portal.

If you are interested in this position **please send your detailed application documents in English and German along with the earliest possible starting date and your availability (part-time or full-time) by August 21st , 2018.**

Detailed information about the application can be found at: <http://www.mpsd.mpg.de/job-offers-en>

**We look forward to your application.**

