



## Job announcement no. 179/2021

The Helmholtz Institute for RNA-based Infection Research (HIRI) is offering a position as

### **Administrative Assistant (all genders)**

to support our Single-Cell Center Team.

The Single-Cell Center is a new joint competence center of the Helmholtz Institute for RNA-based Infection Research (HIRI) with the Medical Faculty of the Julius Maximilians University (JMU) in Würzburg. Its objective is to analyze and understand diseases at the level of individual cells. In the future, this will enable the earliest possible and most reliable prediction of a disease and how they can be treated in the best possible way. More information at [www.helmholtz-hiri.de](http://www.helmholtz-hiri.de).

#### **Responsibilities**

- Independent management and organization of the secretariat
- Scheduling and coordination of appointments, processing of mail and correspondence, follow-up and control of open business transactions as well as filing organization
- Budgeting, invoicing, requisition, cross-referencing, transfers
- General correspondence in German and English language
- Assignments to micro-missions and high priority tasks

#### **Requirements**

- Successfully completed training as a secretary or office clerk
- Excellent computer skills in common PC applications, e.g. MS Office (Word, Excel, PowerPoint) as well as modern communication technology
- Very good at expressing yourself in German and English
- An independent working style, strong organizational and communication skills
- Ability to work within a dynamic environment
- Ability to think proactively, learn quickly, be resourceful, and solve problems
- Enjoying service-oriented tasks

#### **We offer**

We offer state-of-the-art infrastructure and cutting-edge technologies to promote scientific progress and interdisciplinary collaboration. We focus on a close integration of research and management and strive for excellence inside and outside the laboratory. Promoting equal opportunities and competencies for our employees and celebrating diversity are a matter of course for us. To ensure a good work-life balance, we have created a family-friendly atmosphere with flexible working hours and part-time models, a parent-child room and regular social activities.



Employment is through the Helmholtz Centre for Infection Research (Helmholtz-Zentrum für Infektionsforschung GmbH / HZI) in Braunschweig. The place of work is Würzburg. The position is suitable for part-time work. The HZI strives for professional equality between women and men. Severely handicapped persons with equivalent professional qualifications are given preference. In order to protect your rights, we kindly ask you to provide us with a reference to your degree of disability in your cover letter or resume.

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|--------------------------|---|
| <b>Starting date:</b>    | As soon as possible. Funding ends December 31, 2022.<br>However, a longer-term commitment is aspired. |
| <b>Salary:</b>           | E 7 TVöD Bund   |
| <b>Working time:</b>     | 20 hours per week   |
| <b>Place of work:</b>    | Würzburg  |
| <b>Probation period:</b> | 6 months  |
| <b>Published:</b>        | 15.11.2021  |
| <b>Closing date:</b>     | 30.11.2021  |

#### How to apply

We look forward to receiving your complete application including a cover letter, CV without picture and certificates. Please send your application quoting the reference number **179/2021** to the Helmholtz Centre for Infection Research GmbH, Human Resources Department, Inhoffenstr. 7, 38124 Braunschweig, Germany or by email to [JobsHIRI@helmholtz-hzi.de](mailto:JobsHIRI@helmholtz-hzi.de). If you send your application in electronic form, please provide a **summary in one single (1) pdf document**. For further information please contact Alice Hohn, phone +49 931 31 83321 or +49 931 31 83653, email: [Alice.Hohn@helmholtz-hiri.de](mailto:Alice.Hohn@helmholtz-hiri.de).

When sending us your application documents, please confirm that you have read our privacy policy and that you agree to the processing of your personal data. Please use the text module in our [privacy policy](#) for this purpose. Without these declarations we cannot consider or process your application and will immediately delete any application documents already received after the application deadline.

#### About the HIRI

The Helmholtz Institute for RNA-based Infection Research (HIRI) is the first institution worldwide to combine ribonucleic acid (RNA) research with infection biology. Based on novel findings from our strong basic research program, our long-term goal is to develop innovative therapeutic approaches to better diagnose and treat human infections. HIRI is a joint venture of the Helmholtz Center for Infection Research (HZI) in Braunschweig and the Julius Maximilians University of Würzburg (JMU) and is located on the Würzburg Medical Campus.

More information at [www.helmholtz-hiri.de](http://www.helmholtz-hiri.de).