

Job announcement no. 192/2022

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

Administrative Assistant (all genders)

to support the department “RNA Synthetic Biology” (RSYN) of Professor Chase Beisel, PhD.

Responsibilities

- Independent management and organization of the secretariat of Professor Beisel
- Scheduling and coordination of appointments, processing of mail and correspondence, follow-up and control of open business transactions as well as filing organization
- General correspondence in German and English language
- Planning and booking business trips and preparing travel expense reports
- Organizing meetings and conferences
- Participation in recruitment processes and application management
- Supporting the onboarding and offboarding process, especially in regards to international employees
- Maintaining and updating personnel files and databases
- Arranging social activities and events

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 (e.g. Slack)
- Very good at expressing yourself in German and English (level C1)
- 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. People with severe disabilities and equivalent professional qualifications who are suitable for the position are given preference. In order to protect your rights, we ask you to provide us with a clearly recognizable reference to the existence of a degree of severe disability in your cover letter or resume.

Starting date:	As soon as possible. The contract will initially run for two years. However, a longer-term commitment is aspired regardless of full- or part-time.
Salary:	E 7 TVöD Bund
Working time:	19,5 hours per week, if interested, a project-related increase of the weekly working time is possible
Place of work:	Würzburg
Probation period:	6 weeks
Published:	November 15, 2022
Closing date:	December 05, 2022

How to apply

We look forward to receiving your complete application including a cover letter, CV without a picture, certificates, and reference letters. Please refrain from submitting a picture along with your application. You are welcome to provide us with reference names in your CV. Please send your application quoting the reference number **192/2022** to the Helmholtz Centre for Infection Research GmbH, Human Resources Department, Inhoffenstr. 7, 38124 Braunschweig, Germany or by email to 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 Professor Chase Beisel (chase.beisel@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 site of the Braunschweig Helmholtz Centre for Infection Research (HZI) in cooperation with the Julius-Maximilians-Universität Würzburg (JMU) and is located on the Würzburg Medical Campus.

More information at www.helmholtz-hiri.de.