

**Stellenausschreibung Nr. 56/2024**

TWINCORE, Centre for Experimental and Clinical Infection Research GmbH is looking for the next possible date for a

**Assistant to the management (m/f/d)**

TWINCORE is a joint institution of the Helmholtz Centre for Infection Research (HZI) and Hannover Medical School (MHH). At TWINCORE, physicians and basic scientists conduct joint research in infection research, particularly at the interface between basic research and clinical development. This basic research aims to develop new therapies and diagnostic procedures for patients and at the same time to find answers to questions from clinical practice.

In parallel to the constantly evolving research landscape, the management area has to cope with methodologically varied and diverse tasks. In organisational terms, you will be assigned to the management of TWINCORE, a team consisting of the Managing Director, a Science Manager and a Consultant. In the cross-functional team, you will work closely with the administration and the TWINCORE working groups as well as with the partner institutions HZI and MHH.

**Responsibilities:**

- General administrative activities and assistance tasks for the management
- Appointment management and organisation / handling of business trips from planning to invoicing
- Organisation of meetings and events including the preparation of minutes Management of foreign-language correspondence including translation activities
- Communication with the authorities, including in the areas of genetic engineering / bio-substances, animal welfare and radiation protection
- Organisation and management of an international summer school including budget responsibility
- Organisation of a module as part of an international degree course
- Collaboration on expertises, reports and applications

**Requirements:**

- Completed vocational training in the commercial or administrative field or comparable training with equivalent skills and experience
- Very good knowledge of MS Office
- Very good communication skills in English (written and verbal)
- SAP knowledge
- Efficient and structured work organisation
- Confident and responsible way of working
- Enjoyment of a service-orientated task

**Advantageous for this position:**

- First professional experience in a research institute

**We offer you:**

- An attractive and varied job in a future-orientated research institute
- A state-of-the-art infrastructure and the latest technologies
- Flexible working hours by arrangement and part-time models
- A corporate culture of appreciation and promotion of equal opportunities
- Extensive training and further education opportunities to develop professional knowledge and personal skills
- A family office to support family and career as well as childcare services
- Interesting additional benefits from the public sector
- Subsidisation of the job ticket

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.

The HZI strives for professional equality between women and men. The position is suitable for part-time work.

<b>Einstellungstermin:</b>	As soon as possible. The contract will initially run for two years.
<b>Vergütung:</b>	E 9a TVöD Bund
<b>Arbeitszeit:</b>	39 hours per week
<b>Arbeitsort:</b>	Hanover
<b>Probezeit:</b>	6 weeks
<b>veröffentlicht:</b>	11.04.2024
<b>Bewerbungsschluss:</b>	12.05.2024

For further information please contact Ms Elisabeth Janecek-Erfurth, phone: 0511-220027-189 or via E-Mail: [elisabeth.janecek-erfurth@helmholtz-hzi.de](mailto:elisabeth.janecek-erfurth@helmholtz-hzi.de).

**How to apply:**

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.

Please include a cover letter, resume, (employment) references, certificates, and (if available) work samples or reference projects with your application materials. Please refrain from sending a photo.

Please send your complete application, quoting the **reference number 056/2024**, to the Helmholtz Centre for Infection Research GmbH, Human Resources Department, Inhoffenstr. 7, 38124 Braunschweig, Germany or by [e-mail](#). If you send your application in electronic form, please provide a **summary in one single (1) pdf document**.

We look forward to receiving your application!