



The Rossendorf Beamline at the European Synchrotron Radiation Facility (ESRF), in Grenoble, France, funded by the Institute of Resource Ecology at Helmholtz-Zentrum Dresden-Rossendorf (HZDR) is seeking to recruit a:

**Assistant (f/m/d) for administrative tasks related to the operation of Rossendorf Beamline**

**Start date: 1<sup>st</sup> of September 2026 Deadline for application: 12<sup>th</sup> of June 2026**

**Your tasks:** General administrative support:

- Provide day-to-day administrative support to the group leader at ROBL
- Maintain an accurate record of documents, reports and budget
- Track EU funded MaLaR Project deadlines <https://malar-project.eu/> and collaborate with the IRE administration unit and CRG unit of ESRF
- Assist in budget preparation and track expenses, process invoices and collaborate with IRE and HZDR financial department to manage budget
- Serve as a primary contact for internal and external inquiries and facilitate clear communication with Project partners and collaborators at ROBL
- Coordinate and schedule meetings, prepare agendas and document minutes and organise logistics for events, workshops and travel arrangements for the ROBL members
- Assist in audits and evaluations, providing required documentation and information
- Update and maintain office policies, procedures and operation schedules at ROBL. Update and maintain group web-pages

**Your profile**

- Completed commercial apprenticeship (e.g. as an Industrial Management Assistant, Management Assistant for Office Communication, Office Manager), alternatively a Bachelor's or Master's degree in a related field of study (e. g. business administration, economics or comparable)
- At least 1-2 years of professional experience in a similar position
- Knowledge of the German Federal Travel Expenses Act (BRKG) and SAP knowledge desirable
- Organized and able to work independently and in a team
- Recognized for your interpersonal skills and demonstrate team spirit, necessary to work effectively in an international multicultural environment
- Good command of MS Office applications
- Excellent communication skills
- Professional German and English (English is the working language of the ESRF), fluent in French will be an advantage

**Our offer**

- A vibrant research community in an open, diverse and international work environment
- Salary and social benefits in accordance with the collective agreement for the public sector (TVöD-Bund) including 30 days of paid holiday leave, company pension scheme (VBL)
- We support a good work-life balance with the possibility of part-time employment, mobile working and flexible working hours
- Numerous company health management offerings
- Employee discounts with well-known providers via the platform Corporate Benefits

We look forward to receiving your application documents (including cover letter, CV, diplomas/transcripts, etc.), which you can submit via our online-application-system.

<https://www.hzdr.de/db/Cms?pNid=490&pOid=77731&pContLang=en>

**For any questions, do not hesitate to ask:** Prof. Dr. Kristina Kvashnina ([kristina.kvashnina@esrf.fr](mailto:kristina.kvashnina@esrf.fr)) Tel.: +33 476 88 2367