

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

With cutting-edge research in the fields of ENERGY, HEALTH and MATTER, around 1,500 employees from more than 70 nations at Helmholtz-Zentrum Dresden-Rossendorf (HZDR) are committed to mastering the great challenges facing society today.

The Institute of Resource Ecology performs research to protect humans and the environment from hazards caused by pollutants resulting from technical processes that produce energy and raw materials.

The Department of Molecular Structures is looking for an **Assistant (f/m/d) for administrative tasks** related to the operation of Rossendorf Beamline.

You will join a team of 15-20 people and will take charge of the day-to-day administrative tasks related to the operation of Rossendorf Beamline and the management of the European Project with several partners. This role is essential for the smooth functioning of the European Project, ensuring that compliance, reporting and communication standards are met and providing administrative support to all group members and external collaborators who come to ROBL.

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 Project deadlines 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 2 years of professional experience in a similar position
- Good command of MS Office applications
- 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
- 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
- Scientific excellence and extensive professional networking opportunities
- 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.

Organization unit:

[Institute of Resource Ecology](#)

Place of work/ Working hours:

Grenoble
31,2 h/week

Hire date:

1 February 2025

Limitation:

18 months

For any questions, do not hesitate to ask:

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Deadline:

6 January 2025

<https://www.hzdr.de/db/Cms?pNid=490&pOid=73492&pContLang=en>