

Max Planck Institute for Developmental Biology



MAX-PLANCK-GESellschaft

At the earliest possible date the Max Planck Institute for Developmental Biology, the Friedrich Miescher Laboratory and the Max Planck House require an

International Office Manager (m/f)

Job description

You will support and advise our international newcomers on preparing for their stay and their life in Tübingen. Through personal direct contact with our new arrivals, you will provide assistance and contribute to their integration into our campus. Your responsibilities will range from helping with arrival, visa and residence procedures, finding an apartment and dealing with the relevant authorities to looking for suitable kindergarten or school places. You will be actively involved in the systematization and organization of our welcome service and take responsibility for coordinating all activities.

Your qualification

A university degree is mandatory, preferably in a foreign language as well as fluent written and spoken German and English. The ability to prepare or translate linguistically challenging texts both into English and German is essential. Experience abroad is an advantage, as well as a good knowledge of other languages and cultures and well-developed intercultural competence. The diversity of tasks also requires the willingness to become acquainted with legal issues and the ability to comprehend official regulations and legal documents.

The working environment at the Max-Planck-Institute and the nature of the advertised position call for a candidate with strong communication and organizational skills who enjoys working in an international team. Additionally, the candidate should possess good computer skills (MS Office, Internet) and the ability to work independently, reliably and in a service-oriented fashion.

Job details

Salaries will be based on TVöD-Bund guidelines dependent on qualification. The position will be filled on a 75 – 100 % basis and is initially limited to 2 years.

The Max Planck Society is committed to employing more handicapped individuals and especially encourages them to apply. Applications of severely disabled people are welcome.

Please send your complete application documents by e-mail to personal@vw.tuebingen.mpg.de by **March 04, 2018** at the latest.