



The Friedrich Miescher Laboratory (FML) of the Max Planck Society is looking for a **Foreign language secretary/administrative assistant (f/m/d) (75% - 100%)** to join our Institute from January 2023. The FML consists of four young independent research groups investigating different areas of biology. A total of around 50 international scientists, scholarship holders and support staff are employed at the FML.

**Your tasks:**

As foreign language secretary/administrative assistant at the FML, you will form the essential interface between the FML and the administration of the neighboring Max Planck Institute for Biology Tübingen. In addition to providing administrative support for the FML research groups, you will also work with the Researcher Support Team and help new employees from abroad to settle into life in Tübingen. You will also help, along with the campus PR team, to raise the profile of the FML.

You are responsible for all administrative tasks related to the FML, for example:

- Supporting the FML group leaders in hiring new employees
- Planning and booking of business trips at home and abroad
- Ordering of materials
- Processing of invoices
- Management of digital calendars

You should also support the FML group leaders in coordinating the schedules and working hours of FML support staff and act as an interface between these staff and the responsible group leaders.

**Qualification and experience:**

- Very good knowledge of spoken and written English and German
- Excellent organizational and communication skills
- Excellent interpersonal skills and enjoy providing help and support
- Mastery of digital systems (e.g. MS Office, Internet, SAP)
- Enjoy working in a dynamic and international environment

It would be desirable if you already have experience in the field of assistance, in office organization and in translating between English and German and if you could show a corresponding qualification.

A training period will be provided. The position is initially limited to 2 years; after that there is the possibility of permanent employment. Remuneration and social benefits are based on the TVöD guidelines (TVöD Bund).

The Max Planck Society has set itself the goal of employing more severely disabled people. Applications from severely disabled people are expressly desired. The Max Planck Society strives for gender and diversity justice. We welcome applications from any background.

Please submit your complete application through our online application portal at <https://jobs.tue.mpg.de/jobs/182>, preferably by **November 30, 2022**.

If you have any questions about the job description and the online application portal, please contact María Prieto ([maria.prieto@tuebingen.mpg.de](mailto:maria.prieto@tuebingen.mpg.de)).

You can find more information about our institute on our website: <http://www.fml.tuebingen.mpg.de/>.

