



The Max Planck Society is Germany's premier research organization. The 86 Max Planck Institutes conduct research at highest levels, in the service of the general public, in the natural sciences, life sciences, social sciences, and the humanities.

The Max Planck Institute for the Structure and Dynamics of Matter (MPSD) is located at the Science Campus Hamburg-Bahrenfeld and investigates dynamical phenomena within matter down to the elementary timescales of atomic and electronic motions, the femtosecond or attosecond timescale. The focus is on the use of short wavelength ultrafast probes, such as X-rays or electron pulses, which are capable of measuring atomic and electronic structures in matter of all kinds.

The MPSD currently consists of three scientific departments focusing on solid state physics and theoretical methods in these fields. The MPSD is a partner in the Center for Free-Electron Laser Science (CFEL), collaborating with the Deutsches Elektronen Synchrotron (DESY), European XFEL (EuXFEL) and the University of Hamburg in the development of science based on the X-ray Free Electron Lasers (XFELs).

For our new department "nanoscale quantum materials" we are looking for a

## Administrative Assistant (m/f/d) to Joint Directors

### Your position

- Communication: Serve as the liaison between the two directors and other scientific and administrative units of the institute
- General Administration and Assistance: Manage correspondence, maintain databases, and work closely with the administrative department of the institute.
- Travel Management for director and staff and support of guests
- Organization, coordination, preparation and follow-up of internal and external meetings, conferences and events
- Onboarding / offboarding of employees in collaboration with HR department
- Coordination of purchase orders

### Your background and skills

- Professional experience or relevant certification in office administration or in an office coordinator role
- Ideally experience in a scientific environment with an international and multicultural background
- Excellent organizational skills with the ability to handle multiple tasks simultaneously.
- Proficiency in MS Office (Word, Excel, PowerPoint).
- Strong communication skills with a proficiency level in German and English.
- Independent and proactive working style with a high level of discretion.

### Our offer

- A responsible and exciting position in a growing interdisciplinary and internationally orientated research institute with long-term prospects. The opportunity to actively contribute to the organization of a prestigious scientific group and institute.
- A friendly, collegial working environment and a modern workplace in an attractive building. Support in balancing work and family life as well as a wide range of individual training opportunities.
- A position initially limited to two years with the option of permanent employment
- Remuneration and social benefits depending on qualifications in accordance with the collective agreement for the public service (TVöD-Bund) and the supplementary pension scheme (VBL).
- A subsidy for the *Profiticket* as a Germany ticket.

### Your application

The Max Planck Society strives for gender equality and diversity. We welcome applications from all background.

The Max-Planck Society is committed to increasing the number of individuals with disabilities in its workforce and therefore encourages applications from such qualified individuals.

To apply please complete the online application form and attach you English CV and motivation letter as well as all relevant certificates latest **20th October, 2024**.

Detailed information about the Max Planck Institute for the Structure and Dynamics of Matter can be found at <http://www.mpsd.mpg.de>.

We look forward to your application.



