



Conducting research for a changing society: This is what drives us at Forschungszentrum Jülich. As a member of the Helmholtz Association, we aim to tackle the grand societal challenges of our time and conduct research into the possibilities of a digitized society, a climate-friendly energy system, and a resource-efficient economy. Work together with around 7,500 employees in one of Europe's biggest research centres and help us to shape change!

The Institute of Bio- and Geosciences – Biotechnology (IBG-1), works in the field of white biotechnology. We utilise the biocatalytic potential of microorganisms and enzymes to develop sustainable production processes in a bio-based economy. We are involved in numerous international projects dealing with forward-thinking issues. Are you looking for a new challenge and would like to support us in this task? Then we look forward to receiving your application!

Join our team as soon as possible as a

(Foreign Language) Secretary (20-26h/week)

Your Job:

We are looking for a committed person for this role who is very familiar with standardised processes and will be a motivated addition to the team. Your varied tasks in detail:

- General secretarial and administrative tasks (correspondence, switchboard, scheduling)
- Maintenance of internal databases that are of central importance for administrative processes (e.g. publication database, personnel overviews, etc.)
- Registration of Master's and Bachelor's theses at cooperating universities
- Organisational preparation and follow-up of internal and external meetings (including obtaining catering quotes, hotel bookings, etc.), appointments, business trips and workshops, as well as scientific events
- Handling correspondence in written and spoken German and English
- Organising business trips, including bookings and travel expense reports
- Maintaining files and managing documents
- Looking after guests and cooperation partners
- Supporting the institutes personnel and financial matters

Your Profile:

- State-recognised qualification as a foreign language secretary / European secretary (English) or equivalent qualification, or office management assistant or comparable

The job will be advertised until the position has been successfully filled. You should therefore submit your application as soon as possible. We look forward to receiving your application via our

Online-Recruitment-System!

Questions about the vacancy?

Get in touch with us by using **our contact form.**

Please note that for technical reasons we cannot accept applications via email.
www.fz-juelich.de

qualification with proof of foreign language skills (English at least B2 level), alternatively, a commercial apprenticeship is desirable.

- Confident use of common PC applications (Word, Excel, PowerPoint, Outlook); experience with digital administration and booking systems is an advantage
- Strong organisational skills, independent and structured approach to work, enjoyment of responsible and independent work, and problem-solving skills
- Strong ability to work cooperatively, respectful interaction with all employees in an international and diverse work environment
- Very good verbal and written communication skills in German (at least C1 is necessary, preferably C2) and in English (English certificate stating at least level B2)
- Ability to work in a team, reliability, discretion, resilience, and a confident and friendly manner
- A good understanding or knowledge of processes in public (research) institutions or in a college or university environment is desirable
- Enthusiasm for technology, digital trends and innovations
- Experience in using social media platforms is a bonus

Our Offer:

We work on highly topical, socially relevant issues and offer you the opportunity to actively shape change! We support you in your work by providing:

- A large research campus with green spaces, offering the best possible means for networking with colleagues and pursuing sports alongside work
- A secure job in a scientific environment
- Versatile and varied tasks with scope for creativity
- Comprehensive training opportunities and individual options for personal and professional development
- Comprehensive occupational health management with a wide range of services
- Optimal conditions for balancing work and private life, as well as a family-friendly company policy
- Flexible working time models and a job that can be individually tailored to between at least 20 and up to 26 hours per week. Please indicate your desired weekly hours in your application.
- Collaboration in a motivated, international team
- The option of flexible working (in terms of location) is generally available after consultation and in line with upcoming tasks and (on-site) appointments
- 30 days of vacation per year (depending on the chosen working time model) plus additional days off (e.g. between Christmas and New Year's)

After a two-year fixed-term contract, our goal is to retain you for the long term. Let's use this time together to find out how well we fit together. Salary and social benefits will conform to the provisions of the Collective Agreement for the Public Service (TVöD-Bund), pay group EG3 potentially above tariff EG 5 (without English certificate) or EG8 (with English certificate), depending on the applicant's qualifications and the precise nature of the tasks assigned to them. All information about the Collective Agreement for the Public Service (TVöD-Bund) can be found on the BMI website:
<https://go.fzj.de/bmi.tvloed>

In addition to exciting tasks and a collaborative working atmosphere at Jülich, we have a lot more to offer: <https://go.fzj.de/benefits>

We welcome applications from people with diverse backgrounds, e.g. in terms of age, gender, disability, sexual orientation / identity, and social, ethnic and religious origin. A diverse and inclusive working environment with equal opportunities in which everyone

can realize their potential is important to us.

Further information on diversity and equal opportunities: <https://go.fzj.de/equality>