



INFRAFRONTIER GmbH – Job Advertisement

INFRAFRONTIER GmbH is an academic non-profit organisation. It is located in Munich, Germany, at the premises of Helmholtz Zentrum München. INFRAFRONTIER GmbH is the coordination office of the INFRAFRONTIER Research Infrastructure for the development, phenotyping, archiving and distribution of mouse disease models. INFRAFRONTIER has more than 20 partners in 15 countries and provides access to unique resources and expertise to advance the understanding of human health and disease for a global user community.

We are looking for a highly motivated team member for

Administrative Assistant (Event/Communication)

Job description

- Administrative support and office management for the INFRAFRONTIER Coordination Office
- Administrative and logistical support of INFRAFRONTIER related events, during the planning, implementation and closing phases (e.g. booking venues, supporting registration of participants, administering travel logistics and travel cost refunds)
- Communication with INFRAFRONTIER partners and international stakeholders
- Communication with the different administrative departments of our hosting organisation, Helmholtz Zentrum München
- Editing and updating contents on the INFRAFRONTIER website

Your qualifications

- Qualification as Office Management Assistant/ Secretary or equivalent qualification
- Experience with accounting software, MS-Office, and the Internet
- Experience with website content management systems (CMS)
- fluently spoken and written English and German
- Structured and organised work style
- Open, friendly, service-oriented personality

Our offer

- Work in an international and stimulating field to support biomedical research
- Possibility to leave your mark in a small and innovative team
- Further training opportunities
- Flexible working hours
- Salary commensurate with work experience
- Full-time contract, 39 hours per week
- Contract starting in February or March 2020; initially limited to two years



Please [\[apply online\]](#)

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