



## INFRAFRONTIER GmbH – Job Advertisement

The INFRAFRONTIER GmbH is an academic non-profit organisation. It is located in Munich, Germany, at the premises of the Helmholtz Zentrum München and acts as the coordination office of the INFRAFRONTIER Research Infrastructure. INFRAFRONTIER is the European research infrastructure for the development, phenotyping, archiving and distribution of mouse disease models. INFRAFRONTIER aims to advance the study of human diseases as the premier European research partner and service provider in mouse functional genomics and handles more than 1300 requests annually from a global user community.

We are looking for a highly-motivated

### Project Assistant (part-time)

#### Job description

- Administrative support of the INFRAFRONTIER coordination team (e.g. office management)
- Administrative and logistical support of INFRAFRONTIER related events, during the event planning, implementation and closing phases (i.e., support registration of partners and participants, travel plans and travel refund claims, etc)
- Communication with INFRAFRONTIER partners and international participants
- Communication with the different departments of Helmholtz Zentrum München (e.g. Purchase, Finance and PR Departments)

#### Your qualifications

- Qualification as Office Management Assistant/ Secretary or equivalent qualification
- Experience with accounting software, MS-Office, and Internet
- Strong communication skills (English and German)
- Organised, flexible and 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
- Contract initially limited to two years with possibility for further extension (part-time, 20 hours per week)



Please send your application (PDF) to  
Dr. Michael Räß (michael.raess@infrafrontier.eu)

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