

Administrative Assistant (f/m/d) - Bonn

The Leibniz Institute for the Analysis of Biodiversity Change (LIB), formed by the merger of the Zoological Research Museum Alexander Koenig (ZFMK), Bonn and the Centre for Natural History (CeNak) of the University of Hamburg, will be an internationally operating research institute. As a research museum of the Leibniz Association, the LIB will contribute to taxonomic and molecular biodiversity research and to the conservation of global biodiversity, document and analyse evolutionary and ecological biodiversity change and participate in public communication about biodiversity change and its possible causes. At the Leibniz Institute for the Analysis of Biodiversity Change (LIB) in Bonn, the following part-time (50%) position within the Centre for Biodiversity Monitoring and Conservation Science (ZBM) is available starting at the earliest date possible:

Administrative Assistant (f/m/d) We are looking for this position to help with the administration of the EU project BioMonitor4CAP funded within the Horizon Europe program. The BioMonitor4CAP project will investigate and develop strategies and technologies for biodiversity monitoring across Europe and non-European countries with a focus on farmland and protected areas. The position will be available up to 30.11.2026, in accordance with the TzBfG.

Requirements:

- Experience in administration of EU projects
- Familiarity with financial project administration
- Familiarity with the funding and tenders portal of the European Commission is desirable
- Organizational skills and flexibility
- Enthusiasm to work in an international team
- Proven experience with office software
- Fluent in English and German
- Willingness to work in Bonn

Duties:

- Financial administration of the project
- Assistance in the continuous reporting duties of the project
- Help with preparation of periodic reports and other materials, including factual control of outputs
- Coordination with the scientific coordinators of the project
- Help with organization of events and project meetings
- Correspondence with international partners in English language

In addition to an exciting role with personal responsibility in an excellent research institution, we offer you the company supplementary pension VBL and opportunities for further training. Our institution is certified according to the "Work and Family" audit. Remuneration is based on candidate qualifications, up to TV-L pay group E9. Severely disabled persons will be given preference in the event of equal suitability. Applications from suitable individuals with a proven severe disability and individuals with the same status are particularly welcome. Please submit your application only digitally, with the usual supporting documents (including copies of all relevant certificates) by November, 13th, 2022 via our digital applicant portal to Ms. Katharina Ostermann: www.leibniz-lib.de/en/karriere. For organizational reasons, only online applications will be accepted. Find more information about our institution on the Internet at www.leibniz-lib.de.

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