

## Office assistant to the institute directorate (f/m/d)

The Chair of Biological Imaging (CBI) at the **Technical University of Munich** (TUM) and the Institute of Biological and Medical Imaging (IBMI) at Helmholtz Munich are an integrated, multi-disciplinary research structure and form the cornerstone of a rapidly expanding bioengineering ecosystem in Munich, Germany; including the Research Center TranslaTUM and the Helmholtz Pioneer Campus, which integrate bioengineering with oncology and metabolic disorders, respectively. CBI scientists develop next-generation imaging and sensing methods to measure previously inaccessible properties of living systems, hence, catalyzing breakthroughs in biology, medicine and the environment. Comprising 11 inter-disciplinary laboratories and scientists from more than 25 countries, CBI offers a perfect environment to accelerate your career.

We now seek a highly qualified and motivated **office assistant to the institute directorate (f/m/d)**. Working as part of CBI's administrative team the successful candidate will help to ensure the smooth and efficient operation of our institute.

### The Mission:

- Support of the institute directorate, staff, guests, and students in administrative matters (e.g., in the area of travel & expenses as well as meeting and conference needs)
- Office organization and office management (manage phone calls and correspondence, support ordering and book keeping, meeting and greeting visitors to the office, first point of contact for our employees)
- Administrative assistance in HR matters and onboarding of new starters
- Coordination of institute processes with central administrations of Helmholtz Munich and the Technical University of Munich
- Handling of international shipments, including export control and customs

### Your profile:

The successful applicant must have the following:

- Vocational training in business administration (or similar qualification)
- Good MS Office and computer skills; experience with SAP is considered a plus
- Experience in human resource management (particularly in public service)
- Business fluent in English and German
- Excellent organizational skills and the ability to handle sensitive information confidentially
- Proactive style with a friendly, 'can do' attitude and the ability to work independently and as a team player

## Our offer:

We offer you the unique chance to make a difference in future healthcare. At CBI, we strongly believe that outstanding science needs outstanding administrative support. For this, we rely on a strong team of experienced science managers and administrative assistants. CBI provides a highly international, multi-disciplinary environment with excellent opportunities for professional growth. You will be part of a dynamic, professional, and highly motivated team within a stimulating environment and gain international exposure through our partners and collaborators across Europe and the world. We support career development, continued education, and life-long learning.

Situated on the foothills of the Alps, Munich is consistently ranked as one of the most vibrant and enjoyable cities in the world, with an exceptionally quality of life. Greater Munich is also home to several world-class universities and research institutes, creating a truly inspiring intellectual atmosphere.

The successful applicant will initially have a 2-year contract, with the possibility of extension. Salary will commensurate with work experience and seniority (TV-L E6-8). To promote diversity, we welcome applications from talented people regardless of gender, cultural background, nationality, ethnicity, sexual identity, physical abilities, religion and age. Qualified applicants with physical disabilities will be given preference.

## Your application:

We are looking forward to receiving your comprehensive application including your letter of motivation, CV and transcripts of records in a single PDF file, via email to [cbi.recruitment@tum.de](mailto:cbi.recruitment@tum.de). Please indicate "Office assistant to the institute directorate (f/m/d)" in the subject line.

For any questions, please contact:

**Dr. Andreas Hillmair**

email: [andreas.hillmair@tum.de](mailto:andreas.hillmair@tum.de)

tel.: 089-4140 6936

Technical University of Munich (TUM)  
Chair of Biological Imaging (CBI)  
Ismaningerstr. 22  
81675 Munich, Germany

## Links:

<https://web.med.tum.de/en/cbi/home/>

<https://www.linkedin.com/company/munichimaging/>

[www.facebook.com/MunichImaging](http://www.facebook.com/MunichImaging)

<https://twitter.com/MunichImaging>