



The Max Planck Institute for the Science of Human History (MPI-SHH) is a new research institution in Jena, Germany, that is exploring the application of novel methods to the study of the past. The newly-established Department of Linguistic and Cultural Evolution is seeking a

Department Assistant

For part-time employment (20 hours) of 2 years to start as soon as possible

Your tasks

We are looking for a highly motivated and enthusiastic individual with strong communication and people skills who enjoys taking on challenges and working towards flexible solutions.

Tasks will include:

- Assistance with the organisation of travel – flight and train bookings, visas, research permits, accommodation, etc.
- Field work assistance – support of the researchers with filling in necessary forms, organizing doctor's visits, arranging travel, helping with reimbursement of costs, taking care of the field work storage room
- Organize purchasing in the department in coordination with the researchers
- Basic administrative tasks – e.g., responding to emails, agenda scheduling, minute taking.

Your qualifications

- Exceptionally strong organizational skills, high self-motivation and team spirit.
- Strong command of written and spoken English and German.
- Completion of training as travel agent, foreign language assistant or similar
- Absolute reliability and a strong sense of responsibility
- Ability to work independently
- Openness and an interest in learning new tasks and skills
- Ability to multi-task, find creative solutions to problems when necessary, and meet tight deadlines
- Very good knowledge of MS Office (Word, Excel, Outlook, PowerPoint)
- Experience in secretarial, personal assistance, and office management and organisation.

Our offer

We offer an interesting and responsible job in a competitive, dynamic, and stimulating international research environment. Remuneration will follow the public service pay scale (TVöD), according to qualification and experience. In addition, social benefits are paid according to the regulations of the Civil Service.



Your application

The Max Planck Society is committed to employing more handicapped individuals and especially encourages them to apply. Candidates are requested to submit their application in English in a single pdf file including cover letter, curriculum vitae, copies of certificates, and other relevant documents. Please submit your application in English as a single PDF file via:

https://s-lotus.gwdg.de/mpg/mjws/perso/shh_s005.nsf/application

by **30th June 2017**.

Information regarding the department of Linguistic and Cultural Evolution at the Max Planck Institute for the Science of Human History can be found at

<https://www.shh.mpg.de/180082/dlce-research-projects>.