EMBLEM Vacancy No.: 2019-501

Business/Office Administrator (BOA)

(Full-Time Position)

Duty Station: Heidelberg
Contract Duration: Open-Ended
Commencing Date: latest 01.10.2019
Closing Date for Applications: August 9, 2019

Job Description:
As part of the EMBLEM Team you will be responsible for:

• the daily administrative support of the Managing Director and the Business Development & Intellectual Property departments;
• company correspondence (in both German and English) with outside partners as well as with scientists and administrative departments within the European Molecular Biology Laboratory (EMBL);
• preparing the monthly book-keeping for our external accountants;
• preparing invoices, tracking and logging of incoming payments, payment reminders (“Mahnwesen”);
• office organisation including management and ordering of office-consumables;
• organising and maintaining the company filing (“Ablage”) system;
• travel planning and booking;
• planning and coordination of meetings.

Qualifications and Experience:
You should have a degree/qualification as a Business or Office Administrator coupled with at least 5 years’ experience in general administration and basic accounting. You should have demonstrated effective administrative and organisational skills.

You should be a team player, an excellent oral and written communicator, flexible, diligent and open to new challenges and enjoy dealing with business professionals and scientists within our multinational organisation.

You are pro-active and used to working in a dedicated and target oriented manner, have an eye for detail, and enjoy creative work. Fluency in both English and German are mandatory for this position as well as computer literacy (including advanced knowledge of MS-Word, Excel and Adobe) and experience working in an international setting.

EMBLEM is an inclusive, equal opportunity employer offering attractive conditions and benefits.
To apply please send a detailed CV in English via e-mail quoting reference number “EMBLEM 2019-501” to:

Personnel Division
EMBLEM Technology Transfer GmbH
Boxbergring 107
69126 Heidelberg, Germany
E-mail: vacancies@embl-em.de
Background Information:

EMBLEM (www.embl-em.de)
EMBLEM Enterprise Management Technology Transfer GmbH (EMBLEM) is an affiliate and the commercial arm of the European Molecular Biology Laboratory (EMBL). EMBLEM identifies, protects and commercialises the intellectual property developed in the EMBL-world, from EMBL-alumni and from non-EMBL third parties. EMBLEM facilitates and accelerates the transfer of innovative technology from basic research to industry by working closely with industrial partners spanning the biotech, pharmaceutical, ITC and mechanical/electrical engineering markets to develop new diagnostics, drugs, therapies, machines and devices.

EMBL (www.embl.org)
The European Molecular Biology Laboratory established in 1974, is an intergovernmental basic research institute funded by public research funds from 20 member states, including most of the European Union, Switzerland and Israel, and two associated members, Argentina and Australia. Research at EMBL is conducted by approximately 85 independent groups covering the spectrum of molecular biology. The Laboratory has six facilities: the main Laboratory in Heidelberg [Germany] and Sites in Hamburg [Germany], Grenoble [France], Rome [Italy], Barcelone [Spain], and Hinxton [UK] housing the European Bioinformatics Institute (EBI). EMBL is international, innovative and interdisciplinary. The nearly 1,800 employees from 60 nations represent scientific disciplines including biology, physics, chemistry, and computer science. The cornerstones of EMBL's mission are: to perform basic research in molecular biology, to train scientists, students and visitors at all levels, to offer vital services to scientists in the member states, to develop new instruments and methods in the life sciences and technology transfer.