To strengthen our dedicated team in the research department Smart Enterprise Engineering in Osnabrück we are looking for a

Team Assistant (m/f/d)  
(full-/part-time, initially limited to 2 years)

The research department Smart Enterprise Engineering, headed by Prof. Dr. Oliver Thomas, researches digital business models for the company of the future. All projects are application-oriented and are developed in close cooperation with large international corporations as well as with “hidden champions” and SMEs.

Your tasks:

≫ Support of personnel administration and accounting of national and international research projects (BMBF, EU, etc.)
≫ Administrative support for employees
≫ Organization of the daily secretariat processes for the head of the research unit, such as coordination of appointments, visitor management and procurements
≫ Correspondence in German and English, and proofreading of (scientific) texts in German and English
≫ Support of media and public relations (internet research, preparation of presentations)

Your qualifications:

≫ Training in office communication, foreign language assistant or relevant experience in the above-mentioned tasks
≫ Perfect knowledge of German (preferably as mother tongue)
≫ Very good knowledge of written and spoken English
≫ Confident use of Word, Excel, PowerPoint, as well as working on the Internet
≫ Communicative team player with reliability and high resilience
≫ Experience in an international working environment is an advantage

We look forward to receiving your informative application documents and your earliest possible starting date up to 25.08.2019.

Please contact Prof. Dr. Oliver Thomas for further information and send your application via E-Mail to smart-enterprise@dfki.de.

The German Research Center for Artificial Intelligence (DFKI) is Germany’s leading business-oriented research institution in the field of innovative software technologies based on artificial intelligence methods. In the international scientific community, DFKI ranks among the most recognized “Centers of Excellence” and currently is the biggest research center worldwide in the area of Artificial Intelligence and its application in terms of number of employees and the volume of external funds. The DFKI cooperates closely with national and international companies.

Severely disabled applicants and peers are given special consideration if they are equally suitable. The DFKI intends to increase the share of women in the field of science and therefore urges women to apply.