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

Team assistant (m/f/d)
(part-time 50%, initially limited to 2 years)

Your tasks:

➢ In this position, you will support the team in day-to-day business being the contact person for our external and internal partners.
➢ You will be responsible for preparation, organisation and follow-up of meetings and events as well as setting up information and presentations for decision makers.
➢ In addition to daily business in team and office organisation, you will also support projects.

Your qualifications:

➢ You have successfully completed your operational training and/or business studies. Several years of professional experience in a comparable position is desirable.
➢ You have very good skills in handling the complete MS Office package.
➢ Very good and confident ability to express yourself in German and English, both spoken and written, is indispensable.
➢ Your are confident, friendly and diplomatic. Furthermore, you are excellent in organisation and have a positive basic attitude.

Your benefits:

➢ Working with a young motivated team on exciting topics in research and industry
➢ Flexible working time models for the compatibility of family and career
➢ Extensive further education and training opportunities
➢ Discounted conditions for Uni-Sport and Mensa
➢ An innovative, agile and professional working environment at one of the most outstanding IT locations in Germany.

We look forward to receiving your informative application documents and your earliest possible starting date up to 29.02.2020.

Please contact Ms. Svenja Kern for further information and send your application (1 PDF) via E-Mail to sse-sek@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.