To augment our dedicated team in the Plan-Based Robot Control group in Osnabrück, we are searching for a

**Staff member in the secretariat area (m/f/d)**

(half-time or full-time, initially limited to 2 years)

The Plan-Based Robot Control research group, headed by Prof. Dr. Joachim Hertzberg, is working on AI-based algorithms and methods for controlling machines and mobile robotic systems autonomously in a goal-directed way. Application domains include automatized machines in agriculture and in logistics.

Your tasks:

- Support of general secretarial work such as the coordination of appointments, visitor management, correspondence in German and English
- Processing of procurement transactions and the corresponding invoice processing
- Support of press work (internet research, preparation of presentations)

Relevant, proven professional experience in the above-mentioned field of work is required.

Beyond that are expected:

- Experience in professional work with the usual office applications (Word, Excel, PowerPoint, etc.)
- Perfect knowledge of German (preferably as native language)
- Good command of written and spoken English
- Personal responsibility, initiative, ability to work in a team and the willingness to take on new tasks.

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

Please contact Dr. Stefan Stiene for further information and send your application via E-Mail to Stefan.Stiene@dfki.de.