To strengthen our dedicated team in the research department Agents and Simulated Reality in Saarbrücken we are looking for a

**Staff member in the secretariat area (m/f/d) (part-time (50%), initially limited to 2 years)**

The research department Agents and Simulated Reality, headed by Prof. Dr. Philipp Slusallek develops innovative methods of Artificial Intelligence (AI), Visual Computing and High-Performance Computing for applications mainly in the areas of Industry 4.0, Smart Living and Autonomous Driving.

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
- Supporting personnel administration and accounting

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

Your qualifications:

- 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.

Your benefits:

- A demanding and interesting job in an international working environment
- 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.

Please send your application in electronic form only to Oliver Keller (Oliver.Keller@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.