

VACANCY NOTICE

Member States of EMBL (Austria, Belgium, Croatia, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Israel, Italy, the Netherlands, Norway, Portugal, Spain, Sweden, Switzerland and the United Kingdom) are advised that applications are being sought for the following position in **Heidelberg, Germany**:

SENIOR ADMINISTRATIVE OFFICER
Social and General services

Grade: 6, 7 or 8 depending on experience and qualifications

Duty Station: Heidelberg, Germany

Commencing Date: 1 April 2007

Job Description: EMBL is an Intergovernmental Research Organisation in the field of Molecular Biology with its Head Office in Heidelberg and outstations in Hamburg, Grenoble (France), Hinxton (UK) and Monterotondo (Italy).

We are looking for a Senior Administrative Officer who will be responsible for the operation of our social and general services in Heidelberg. These include e.g. the childcare facilities, Canteen and Catering Services, Reception, Transport and the management of contracted services (cleaning, laboratory cell-culture media kitchen). The heads of the EMBL general and social services facilities are reporting to the post holder. The main responsibilities of the post will be:

- Ensuring the quality of the services
- Continuously improving the cost effectiveness of the services by implementing efficient procedures and tools
- Supporting the heads of the individual facilities in the day to day operations as well as in the management of employees
- Monitoring a high qualitative standard of education for our "Azubi's"

The postholder reports to the Head of Personnel and the Administrative Director.

Experience and qualifications: Applicants should have a degree with focus in administration and management and at least 5 years experience in the above mentioned areas. The post holder will have to function effectively and sympathetically within the ambience of a science-led multicultural organisation and to communicate effectively with all levels of our multinational staff. A thorough education and experience in the cost effective management of infrastructural services is required as is the proven ability to organise and motivate a variety of members of personnel. It will be necessary to think and operate quickly and flexible with a high level of service orientation. Very good interpersonal skills are required and it is essential to be fluent in both spoken and written German and English. A working knowledge of French will be an advantage. The proficient usage of MS Office is expected.

Contract: An initial contract of 3 years' duration will be offered to the successful candidate. This can be renewed, depending on circumstances at the time of the review.

Closing Date: 13 May 2007

EMBL is an inclusive, equal opportunity employer offering attractive conditions and benefits appropriate to an international research organisation. Please note that EMBL does not return CVs or attached documents to applicants.

To apply, please email a CV and covering letter quoting ref. no. VN/06/154 in the subject line, to: application@embl.de

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