

We are the Federal Research Centre for Cultivated Plants and an autonomous superior federal authority directly subordinated to the Federal Ministry of Food and Agriculture (BMEL).

The Wheat Initiative was established in 2011 following endorsement from the G20 Agriculture Ministries. It brings together private, public and non-profit actors in wheat research to develop strategic research priorities and activities in both developed and developing countries.

The Wheat Initiative secretariat has been based in Paris at the INRA Headquarters but is now relocating to Berlin-Dahlem where it is hosted by the Julius Kühn-Institut (JKI), Federal Research Centre for Cultivated Plants (Bundesforschungsinstitut für Kulturpflanzen).

We are looking for the Wheat Initiative based in Berlin-Dahlem

Office assistant (f/m, with good English and German skills)

starting on the 15th February 2019 and for a period of up to four years (31st December 2022).

The office assistant will support the Program Manager in the day-to-day operation of the Secretariat to facilitate the work of the Committees and Expert Working Groups. He/she will report to the Program Manager. While he/she will work in the Secretariat based in Berlin, occasional travel may be required to attend international events and workshops.

Your duties

- general secretarial and office duties including handling correspondence, booking and managing appointment and filing;
- monitoring finances including reconciliation of budgets, and dealing with travel and other reimbursements;
- creating reports, agendas, and meeting minutes by bullet points;
- reception and assistance for visitors;
- translation of texts (German-English, English-German);
- liaison with other administrative and support groups and colleagues in the JKI; general support and interaction with colleagues in the JKI;
- assistance and support in the planning of events.

Your background

- formal qualifications as office assistant, management assistant for office communication, business assistant, foreign language secretary or equivalent;
- practical experiences secretarial work and management;
- an excellent written and oral command of English and German;
- good general knowledge, polite, friendly and open personality;
- able to work well as part of team and willingness to support others;
- good knowledge and experience in the use office computing (Excel, Word, PowerPoint, e-mailing and general internet use).

We offer

- a full-time employment with 39,0 hours a week. Generally, various forms of part-time employment are possible. The employment contract will be based on the collective agreement for the public service in Germany (TVöD).
- a remuneration according to salary group E 6 TVöD, provided that the successful applicant meets the required qualification and personal specification.

In case of equal qualification, applicants with disabilities will be specially considered. Only a minimum of physical fitness is required.

The Julius Kühn-Institut is committed to gender equality in the workplace.

In order to support the reconciliation of work and family, the Julius Kühn-Institut offers flexible working time models within the scope of employment opportunities.

Interested?

We invite qualified applicants to submit their complete application in English under the Reference No. B-WI-VZ 01/18 by 10th January 2019 to

Julius Kühn-Institut (JKI)
Bundesforschungsinstitut für Kulturpflanzen
Hauptverwaltung
Königin-Luise-Straße 19
14195 Berlin

Applications must be submitted in writing not via e-mail.

Questions?

For further information please call +49(0)30 83042605 (Dr. Alisa-Naomi Sieber) or send an e-mail to alisa.sieber@julius-kuehn.de.