

# Administration Secretary (f/m/d)

CECAD Research Center | Cabreiro Lab

Foto: Thomas Josef

The University of Cologne is one of the largest and most research-intensive universities in Germany, offering a wide range of subjects. With its six faculties and its interfaculty centres, it offers a broad spectrum of scientific disciplines and internationally outstanding profile areas, supported by the administration with its services.

The Cabreiro lab ([www.cabreiolab.org](http://www.cabreiolab.org)) aims at understanding how microbes alter specific metabolic and signaling pathways in host cells to maintain systemic homeostasis and suppress aging. Our research interests span several fields including organismal and cell biology, metabolism, microbiology, pharmacology and systems biology. We seek a highly motivated applicant, who will play a central role in the efficient running of the research group and provide substantial support to the research projects of the laboratory.

## YOUR TASKS

- » Correspondence with other international scientific organisations
- » Processing of personnel matters ready for signature, accompanying of recruitment processes including job advertisements, interview preparations, etc.
- » Organisational and administrative handling of business transactions
- » Support for international staff
- » Organisation and implementation of international meetings
- » Guidance and supervision of student affairs
- » Budget management (budget and third-party funds)
- » Handling general secretarial tasks, processing invoices, ordering office supplies, coordination of appointments, etc.

## YOUR PROFILE

- » Completed commercial apprenticeship or equivalent knowledge and experience
- » Several years of professional experience, preferably in public administration is beneficial
- » Confident command of the German language and business fluent
- » Proficient in spoken and written English
- » Very good computer skills (Word, Excel, Outlook).
- » Very good organisational skills, confident appearance and strong communication skills
- » Ability to work in a team as well as independently and carefully

## WE OFFER YOU

- » An international research organization with a very collegial working environment
- » A diverse and fair working environment
- » Support in reconciling work and family life
- » Flexible working time models
- » Extensive advanced training opportunities
- » Occupational health management offers
- » Local transport ticket at a discount for UoC employees

The position is available as of now on a part-time basis (19,92 hours per week / 50%). It is initially available by 31.12.2025. If the applicant meets the relevant wage requirements and personal qualifications, the salary is based on remuneration group 8 TV-L of the pay scale for the German public sector.

The University of Cologne is committed to equal opportunities and diversity. Women are especially encouraged to apply and will be considered preferentially in accordance with the Equal Opportunities Act of North Rhine-Westphalia (Landesgleichstellungsgesetz – LGG NRW). We also expressly welcome applications from people with disabilities / special needs or of equal status.

Please apply online at: <https://jobportal.uni-koeln.de> with proof of the sought qualifications. The reference number is TUV2111-12. The application deadline is 22.12.2021. Only applications submitted with a CV and 1-page cover letter in English will be accepted.

All questions should be addressed to Prof. Dr. Filipe Cabreiro ([f.cabreiro@uni-koeln.de](mailto:f.cabreiro@uni-koeln.de)).