



The General Secretariat of the 4EU+ European University Alliance e.V. has the vacancy (part-time or full-time) for an

### **Office Manager (f/m/d)**

for an initial period of two years.

The 4EU+ European University Alliance is a transnational strategic association of six research-intensive universities in Europe with the aim to create a new quality of cooperation between the six European research universities in all university areas.

The General Secretariat ensures the smooth running of the association's activities. You therefore support the General Secretariat in all administrative and organizational matters. The working language is English. As an interface between university members as well as political and non-university (business) partners, you will make an important contribution to the success of our idea to build a European University.

#### **Your tasks:**

- Handling German- and foreign-language correspondence and communication
- Coordination of the Secretary General's appointments, including travel planning
- Proactive planning, and organizational preparation and follow-up of various Alliance committee meetings, including event planning
- Active support of the general secretariat, the association committees and the association organization in all daily organizational processes
- Support of guests of the association
- Maintenance of internal tools (contact and document management) and office organization
- General administrative work

#### **Your profile:**

You have a completed relevant vocational training or a suitable Bachelor's degree in related area as well as communicative and organizational skills, especially in the responsible handling of financial resources. You are characterized by confident communications with reputable business partners and guests and have a strong service orientation. You can multitask and handle demanding timeframes. You treat information with absolute confidentiality and can work both individually and with collaboration with others at varying levels of organizations. You can work in a team and with a self-reliant work style. In addition to German, you have an excellent command of English; another European foreign language is an advantage. We expect you to be proficient in the use of modern communication tools and common office software, such as Microsoft Teams. Ideally, you have professional experience in a similar position and have project management skills.

The position is principally divisible. The salary will be commensurate with experience and is accustomed to industry standards.

We look forward to receiving your application. Please send your complete application, including CV, cover letter and contact information to at least two references in English in a single PDF file by e-mail to [bewerbung.4euplus@rektorat.uni-heidelberg.de](mailto:bewerbung.4euplus@rektorat.uni-heidelberg.de) by November 07, 2021. We ask for understanding that application documents received will not be returned.

4EU+ stands for equal opportunities and diversity. Severely disabled persons will be given priority in the event of equal suitability.