



## Team Assistant (f/m)

Part time (20 hours per week)

Interested in joining a truly international team embedded in one of the world's leading research centers?

### The company:

We provide cutting-edge X-ray cameras unique in their capabilities and work with scientists from many major research centers and synchrotrons. X-Spectrum GmbH is a spin off company of DESY.

### The position:

You play a central role in the team. You provide effective and responsive organizational and administrative support to all the team members so as to ensure the smooth running of office life and office organization. You:

- Act as a strong point of contact on email and telephone to ensure all queries and issues are dealt with, or escalated as appropriate (English and German are required);
- Organize, prepare and coordinate meetings;
- Prepare presentations and various other documents;
- Record and process incoming invoices;
- Provide administrative support to accounting;
- Manage contracts with office suppliers (i.e. phone, internet, electricity, office supply etc.);
- Carry out general administrative duties which include handling of mail and shipments.

### Your profile:

- University degree or equivalent preferred
- Previous experience in an administrative or secretarial role
- Excellent written and verbal communication skills in English and German
- Affinity for technology and numbers
- Advanced skills across all Microsoft packages
- Experience in working with DATEV
- Rigorous, highly organised and a master in time management;
- Flexible and adaptable approach to work, to juggle a range of different tasks
- Self-motivated, positive attitude, team player

### What we can offer:

- We are a young and motivated team
- Competitive salary
- Good work-life balance
- An exciting job environment
- Being part of a growing startup with excellent advancement opportunities
- Development opportunities in a dynamic and diverse research environment
- Opportunity to use English on a daily basis
- 30 holidays

### The location

X-Spectrum is located on the campus of the DESY research center in the beautiful city of Hamburg, Germany

### The fine print

The start date is 1.June 2018. Contract for 12 months, possibility of a permanent position at stake

We are looking forward to receiving your written application at [jobs@x-spectrum.de](mailto:jobs@x-spectrum.de)

Deadline for applications: **15.04.2018**