

**Technische Universität Berlin**

Technische Universität Berlin offers an open position:

CIF Management Assistant - Administrative Employee - salary grade E9a TV-L Berliner Hochschulen

limited for the duration of maternity leave and subsequent parental leave until 30/09/2025; part-time employment may be possible; the position will be classified in the specified pay group if all personal and pay scale requirements are met

Who we are:

The „Chemical Invention Factory — John Warner Center for start-ups in Green Chemistry“—in short CIF—is the leading incubator for science-based startups and technology transfer teams in the field of Green Chemistry. Initiated by the Cluster of Excellence in catalysis “UniSysCat” and founded by the Technische Universität Berlin, the mission of CIF is to unfold the sustainability impact of green chemistry. Being located at the University’s campus in the middle of Berlin, we are offering early-stage teams the necessary space (laboratory, analytics, office, Demo-lab, meeting- & event-space) as well as access to our ecosystem-partners (industry, mentors, coaches, community, funding, public authorities). By bridging science-based inventions towards market-succeeding innovations we support our team’s journeys of creating sustainability impact.

Why we need YOU:

We, greenCHEM — that is a consortium of all three Universities in Berlin as well as further partners — have just secured funding to setup a joint, Berlin-wide ecosystem in this discipline. The consortium shares the vision to create the leading ecosystem of innovation in Green Chemistry and to make Berlin the No. 1 place for sustainable materials in Europe. Enabled by innovative formats of technology transfer this ecosystem operates at the intersection of business and science (for more information watch this video: <https://www.youtube.com/watch?v=l2Bmf0E-hi0>).

greenCHEM is coordinated by the CIF management, which is building the innovation ecosystem with a team of over 15 people to generate maximum sustainability impact for our future. The Director’s Assistant will soon go on maternity and parental leave, and therefore we need your help to support our Director Martin Rahmel. If you are interested in becoming his right and left hand and jointly thinking about our initiatives for green chemistry, then you are exactly the right person for us as a future Assistant.

Faculty II - Institute of Chemistry / Technical Chemistry / Chemical Invention Factory (CIF)

Reference number: II-242/24 (starting at the earliest possible / limited for the duration of maternity leave and subsequent parental leave until 30/09/2025 / closing date for applications 03/10/24)

Working field:

- Independent handling of administrative, organizational and secretarial tasks including filing and archiving
- Coordination with internal and external project participants
- Financial processing including review and interpretation of the guidelines for the use of material and investment funds as well as determination of requirements and preparation of proposals
- Ordering and accounting according to TU Berlin regulations
- Support in the application and acquisition of financial resources and funding
- Documentation and reporting with the help of database queries and statistical evaluations in the areas of finance, staff and other criteria of the CIF
- Preparation and support service of CIF events (lectures, conferences, workshops, if necessary also international) incl. guest management and travel expense accounting
- Public relations work
- Research work
- Processing of personnel matters (hiring, extension, etc.)
- Support in the maintenance of the homepage as well as the external presentation of the CIF
- Correspondence in German and English language

Requirements:

- Successfully completed qualification as an administrative assistant or office management assistant, or comparable knowledge and experience
- Profound knowledge in the field of administration and secretarial services
- Fluent in written and spoken German and English
- Competent handling of common application software (Word, Excel, PowerPoint, Outlook, Internet, etc.)
- Knowledge of ordering and accounting
- Experience in the supervision of scientific projects

Desirable:

- Very good communication skills, service orientation, ability to work in a team and confident appearance
- Very good time and self-management, organizational talent, reliability as well as structured independent and

responsible action after instruction

- Flexibility
- Experience in the use of administration software/databases
- Experience with content management systems (e.g. TYPO3) and ERP systems (especially SAP)
- High level of resilience and ability to achieve good work results even under deadline pressure and with public traffic
- Experience with teams in the area of technology transfer and start-ups
- Experience with incubation concepts
- Experience in accompanying construction planning, especially laboratory planning

****We offer:***

We are rigorously purpose driven: “Unfold the sustainability impact of green chemistry” is our shared mission because we understand, that creating a sustainable future needs materials, which are based on regenerative, not fossil resources, which are non-toxic, and which are recyclable. Currently, the resource base of the German chemical industry—with approx. € 200 billion sales the 3rd largest in the world—depends by 87% on fossil resources and follows a linear “use and dispose” logic. Changing this is a severe disruption and needs completely new ways of how we teach, invent and do chemistry. To achieve such a change, the application of the 12 principles of Green Chemistry is as important as the focus on innovation, i.g. technology transfer and startups.

- For you this means the “Why” question is answered. You will work at the intersection of business and science with the purpose of bringing technologies to market that change the current situation towards sustainability actively shaping the so-called “Chemiewende”, i.e. transforming one of the world's major industries.

We are a team: “We lose together, and we win together!” is our lived reality. We always support each other and take care of another. In doing so, we grow on a personal and professional dimension as well as a team. This also means that ideas and content is always regarded more important than hierarchy or past achievements.

- For you this means you are entering a safe and honest place, where appreciative feedback is given, and your ideas and drive is thankfully celebrated and desired.

We are flexible and results oriented: We offer flexible working hours and the integration into an extremely motivated interdisciplinary team. Personal development is regarded as a key ingredient to generate future results.

- For you this means you will have endless possibilities to grow as a personality and as a professional. You are supported regarding your individual aims and desires as everyone is the “secret sauce” on the journey of transformation towards sustainability.

We are in Berlin: the vibrant and liberal attitude as well as the quality of life in Germany's capital is attracting talents worldwide. The established startup scene is currently developing towards a global Green Chemistry hotspot, which centers around excellent research institutes and above mentioned.

- For you this means perfect timing. The potential is not yet fully unfolded but clearly visible to take off, making future achievements almost a no-brainer—and hard work. But what could be more satisfying than seeing the fruits of your work growing and becoming successful?

Please send your application with the **reference number** and the usual documents (in a single pdf file, max. 5 MB) **Rahel Marschall (marschall@tu-berlin.de)**.

By submitting your application via email you consent to having your data electronically processed and saved. Please note that we do not provide a guarantee for the protection of your personal data when submitted as unprotected file. Please find our data protection notice acc. DSGVO (General Data Protection Regulation) at the TU staff department homepage: https://www.abt2-t.tu-berlin.de/menue/themen_a_z/datenschutzerklaerung/ .

To ensure equal opportunities between women and men, applications by women with the required qualifications are explicitly desired. Qualified individuals with disabilities will be favored. The TU Berlin values the diversity of its members and is committed to the goals of equal opportunities.

Technische Universität Berlin - Die Präsidentin - Fakultät II, Institut für Chemie, Chemical Invention Factory (CIF), Martin Rahmel, Sekr. AM1, Hardenbergstr. 38, 10623 Berlin

The vacancy is also available on the internet at <https://www.personalabteilung.tu-berlin.de/menue/jobs/>

