



**Technische Universität Berlin**



Technische Universität Berlin offers an open position:

**Department secretariat - Employee in the administration - 0.75 working-time - salary grade E9a TV-L Berliner Hochschulen**

The employee will be placed in the specified pay group if all personal and pay scale requirements are met.

**Faculty IV - Institute of Computer Engineering and Microelectronics / Robotics and Biology Laboratory**

**Reference number:** IV-538/24 (starting at the earliest possible / permanent / closing date for applications 21/10/24)

**Working field:**

- Independent, creative and versatile collaboration in an international research team
- Organisation and handling of administrative and secretarial tasks, as well as personnel matters, resource management and monitoring
- Correspondence in German and English, preparation of translations and applications for third-party funding, design of documents and presentation material
- Supervision of students and courses, supervision of international staff and visiting academics
- Organisation of conferences and workshops
- Maintaining statistics, creating survey forms, accounts and final reports
- Administration of web pages and appointment tracking

**Requirements:**

- Successfully completed vocational training as an administrative assistant or office management assistant or equivalent knowledge and experience
- At least a good knowledge of German
- Very good written and spoken English
- Secretarial and administrative skills
- Health suitability for the computer work environment
- Confident handling of IT (e.g. Office, WWW)
- Knowledge and skills in housekeeping

**Desirable:**

- Willingness to contribute to the development of the department in a variety of ways
- Organisational skills
- Good communication skills
- Willingness to learn Service mentality

Please send your written application, stating the **reference number IV-538/24** with the usual documents as a single pdf file to **robotics@robotics.tu-berlin.de** or alternatively to the Technische Universität Berlin - Die Präsidentin - **Fakultät IV, Institut für Technische Informatik und Mikroelektronik, FG Robotics and Biology Laboratory, Prof. Dr. Brock, Sekr. MAR 5-1, Marchstr. 23, 10587 Berlin.**

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/](https://www.abt2-t.tu-berlin.de/menue/themen_a_z/datenschutzerklaerung/) or quick access 214041.

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. Applications from people of all nationalities and with a migration background are very welcome.

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

