

Max-Planck-Institut für Molekulare Zellbiologie und Genetik (MPI-CBG)



500 Menschen aus 50 Ländern arbeiten am Max-Planck-Institut für Molekulare Zellbiologie und Genetik (MPI-CBG) und lassen sich von ihrem Forscherdrang antreiben, um die Frage zu klären: Wie organisieren sich Zellen zu Geweben? Das Institut bringt Menschen aus den verschiedensten Disziplinen zusammen, was neue Einsichten und Erkenntnisse eröffnet.

Executive Assistant (m/f/d)

City: Dresden; Starting date (earliest): At the earliest possible;

Remuneration: remuneration based on qualifications, activities, and experience in accordance with TVöD Bund, up to EG8; Reference number: 2026-ExecutiveAssistant-Homebase-6000; Closing date: 13/11/26

Tasks

Director Support

- Organize and plan administrative logistics for a Scientific Director, including scheduling, communication, events, and travel
- Provide proactive oversight and support for the director
- Prioritize messages for action, draft and proofread responses in English and German, preserving confidentiality
- Facilitate interactions and communication in German
- Prepare agendas and take high quality minutes, follow up for the director

Group & Institute Support

- Organize administrative tasks for the director's homebase (2-3 additional group leaders), focusing on scheduling, communication, events, and travel
- Support for institute committees, prepare agendas and minutes, follow up tasks
- Coordinate guest researcher visits and events (e.g. meetings, seminars, summer schools, alumni events)
- Assist with personnel matters (supporting initial contract requests and extensions, onboarding and offboarding)
- Engage with fellow executive assistants regarding work matters, quality improvement, and continued personal development
- Organizing office supplies, filing systems and other equipment
- Arranging repairs or replacements together with the responsible departments

Requirements

Your Profile:

- Professional training/education as an executive assistant, events manager,

foreign language assistant, or similar

- Excellent written and spoken English and German (the latter at B2 level or higher)
- Proactive mindset with very strong time management skills and structured work style
- Ability to multitask and prioritize a diverse and changing workload
- Intercultural competence and organizational talent
- Good software skills, especially Microsoft Office suite (Word, Excel, PowerPoint, Outlook) and in-house databases

Desirable qualities:

- Ideally over 3 years of experience working in a comparable environment
- Experience in developing internal processes and filing systems
- Excellent interpersonal skills and customer-service orientation
- Creativity, optimism, and motivation in problem-solving

What we offer

- an initial 2-year contract, with prolongation contingent on mutual agreement
- remuneration based on qualifications, activities, and experience in accordance with TVöD Bund, up to EG8
- a varied, interesting, and crucial role in a modern, scientific, and international environment
- opportunities for regular professional growth and exchange, individual training, and personal development
- social benefits of the public service (company pension scheme (VBL), annual special payment, subsidy for VVO job ticket, group accident insurance)
- active measures to promote company health management and work-life balance
- possibility for home office and mobile work upon agreement

Application

Initial questions about the position can be addressed to Brian von Rueden, Head of Human Resources, via hr@mpi-cbg.de.

Please submit your complete application by 13.11.2026 via our online application system stating 2026-ExecutiveAssistant-Homebase-6000 via: <https://careers.mpi-cbg.de/jobs/68307863/Executive-Assistant-m-f-d-/>

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<http://www.mpi-cbg.de>

- The Max Planck Society strives for gender equality and diversity. We welcome applications from all backgrounds, regardless of gender, nationality, ethnicity, sexual orientation, religion, age, and other components of identity.
- The Max Planck Society specifically aims to increase the proportion of women in the areas in which they are underrepresented. We therefore explicitly invite women to apply.

- The Max Planck Society is further committed to increasing the number of individuals with disabilities in its workforce and therefore encourages applications from such qualified individuals.
- The Max Planck Society supports the compatibility of family and career and is certified according to the "berufundfamilie" ("job and family") audit.
- When you submit a job application to MPI-CBG, you are transmitting personal data. Please refer to our privacy notice for information on how we collect and process personal data in accordance with Art. 13 of the Datenschutz-Grundverordnung. By submitting your application you confirm that you have taken note of the information in our privacy notice.

More information at <https://stellenticket.de/208276/TUD/>

Offer visible until 13/11/26

