



**BIOMEDICAL CENTER MUNICH**  
Molecular Biology



The Biomedical Center Munich (BMC, Ludwig-Maximilians-University) is looking for an

**Administrator (f/m/d)**  
**of the Collaborative Research Center 'Chromatin Dynamics'**

**Tasks:**

The Collaborative Research Center (CRC) is a research network funded by the German Research Foundation. The CRC coordinates and administers the research of 25 projects with an annual budget of about 3 Mio Euro. Responsibilities include administration of finances (calls for funds, payments, utilization statements, monitoring) in cooperation with the Central University Administration, preparation of contracts, editorial preparation of reports, organization of meetings and conferences, supervision of collaboration partners and visiting scientists and website maintenance.

**Requirements:**

- Relevant previous administrative experience (finance, human resources)
- Enthusiasm for numbers and tables
- Confident handling of MS Office (Word, Powerpoint, Excel)
- Good organizational skills
- Good communication skills (German, English)
- Willingness for further education and training

**We offer:**

- Full-time position, initially limited to three years (expiration of CRC funding)
- Versatile tasks with personal contacts in the field of research management
- Independent work in a small team
- Friendly, inclusive working environment
- Opportunities for further training and qualification

The position is to be filled immediately and is initially limited until 30.06.2025. The salary level is according to TV-L E8. The position is located at the Biomedical Center on the campus of the Ludwig-Maximilians-University in Martinsried. The BMC strives for a diverse composition of employees. Severely disabled persons will be given preference if their qualifications are essentially equal.

The application deadline is March 1, 2022. Applications should include a cover letter summarizing motivation and experience, a curriculum vitae, and all supporting documents as PDF files.

Please send application by Email to Carolin Brieger ([cbrieger@med.uni-muenchen.de](mailto:cbrieger@med.uni-muenchen.de)).

Further information by telephone: Carolin Brieger 089-2180 75411