

Project Assistant with Experience in Event and HR Management (m/f/d)

(part-time or full-time, Heidelberg/Germany)

You will join a young, enthusiastic non-profit organisation with a diverse, international team of about 30 members, including scientists, vaccinologists, experts in clinical trials and regulatory matters, project managers, and office support staff.

The European Vaccine Initiative (EVI) e.V. is dedicated to accelerating the development of vaccines for diseases of poverty and emerging infectious diseases.

We work with academic partners, pharmaceutical companies, public health institutes, and many other like-minded organisations across the world to discover and develop safe, effective, and affordable vaccines for people in low- and middle-income countries.

EVI offers you flexible work arrangement, a purposeful mission towards solving major global health challenges and the possibility to learn from our science-driven experts. We are headquartered in Heidelberg, Germany. The position offers a unique blend of responsibilities in project and event management. For the first 9 months, you will also temporarily support HR-related tasks while a team member is on parental leave. After this period, the focus will shift entirely to project assistance and event management.

Responsibilities:

1. Project Assistant

- Assist Project Leaders, and Project Managers in the successful implementation of large international research projects.
- Support the delivery of projects within agreed timelines, budgets, and quality standards.
- Help with project planning, including the creation of efficient work plans and Gantt charts.
- Assist in the preparation and presentation of project reports in line with predefined timelines.
- Organize meetings, prepare agendas, take minutes, and create presentations.
- Coordinate teleconferences, meetings, and workshops.

2. Event Management

- Assist in effective project planning by organizing travel arrangements and meetings.
- Provide general support for EVI's travel management.

3. Human Resources Assistant (Temporary for 9 months):

- Participate in and support the HR lifecycle, from onboarding to offboarding and handling other HR-related processes.
- Perform administrative tasks related to recruitment and other personnel measures.
- Prepare employment contracts, certificates, and references

Essential Skills/Competencies:

- Hold one of the following: BSc or MSc, or similar degree in a relevant field.
- Proficiency in English (working language).
- Excellent organisational skills and attention to detail.
- Strong communication and presentation skills.
- Ability to work in multicultural environment and to maintain effective working relations with people of different nationalities and cultural backgrounds.
- Ability to deliver results against deadlines with high level quality.
- Advanced knowledge of MS Office (Word, Excel, PowerPoint).

EVI offers you:

- Flexible working hours, employee benefits, career development opportunities.
- Partly or fully home office if compatible with the tasks.
- 30 vacation days based on a 5-day workweek, 2 child-care days per child of up to 12 years.

Additional application conditions:

- Applications with the requested information should be submitted in English.
- **Please send your application (or questions) by email to: Marielle Boslet, HR Manager, marielle.boslet@euvaccine.eu and kindly insert “Project Assistant with Event Management and HR Experience (m/f/d)” in the subject line.**
- Applications must contain a CV. Kindly include your salary expectations.

Visit our website www.euvaccine.eu to learn more about us and what we do.

We reserve the right to close the application process earlier in case a suitable candidate is identified - so please submit your application as soon as possible.

Thank you for your interest in working with us!