

## HR & Management Assistant

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

You will join the Administration Team in a young, enthusiastic non-profit organisation with a diverse, international team of about 20 staff 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.

The contract will be unlimited and will start as soon as mutually agreeable.

### Responsibilities:

- Participation and support in the employee lifecycle from entry to exit, handling of other HR-related formalities
- Administrative tasks in connection with the recruitment and other personnel measures
- Preparation of certificates, employment contracts and references, correspondence with various contacts and authorities
- Office management to ensure smooth day-to-day office operations, including handling order management for office supplies, and communication with service providers and Heidelberg University Clinic administration
- Support the Travel Management in the preparation and follow-up of project meetings and other events

### Essential Skills/Competencies:

- Professional degree and relevant professional experience in the same or similar position (Human Resource Management, Office Management)
- Native language: German. Fluency in English.
- Excellent communication and teamwork skills, friendly and people oriented
- High level of service orientation, and problem-solving skills.
- MS Office proficiency in Word, Excell, PowerPoint, Outlook.
- High degree of responsibility and reliability
- Pro-active working style

### EVI offers you:

- Flexible working hours, employee benefits, career development opportunities
- Partly 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.
- Applications must be received no later than 31 October 2022.
- Please send your application (or questions) by email to: Sten Larsen Finnsson, Director of Finance & Administration, [sten.larsen@euvaccine.eu](mailto:sten.larsen@euvaccine.eu) and kindly insert “HR & Management Assistant vacancy” in the subject line.
- Applications must contain a CV and a Motivation letter - in the letter please explain why you are applying to EVI and why you think you are qualified for the position. Kindly include your salary expectations.

Visit our website [www.euvaccine.eu](http://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 forward your application as soon as possible.

Thank you for your interest in working with us!