



Paul-Drude-Institut für Festkörperelektronik (PDI) in Berlin, Germany, invites applications for the following position:

Administrative Coordinator GraFOx (m/f/d) (Full- or part-time)

PDI leads the Berlin-based research network [GraFOx](#); a collaboration between 7 institutions funded by the [Leibniz ScienceCampus](#). The network merges activities in crystal growth, epitaxy, theory, and fundamental investigations of physical properties towards one goal: to create and explore oxide systems for new generations of electronic devices.

PDI is seeking an experienced Administrative Coordinator to support the activities of the network and provide ongoing executive support to the GraFOx speaker and the scientific coordinator.

Your responsibilities

- Support the GraFOx speaker and scientific coordinator in the organization and management of the network
- Act as a central point of contact between internal and external stakeholders of GraFOx and establish appropriate communication channels.
- Plan, coordinate, and manage the network's international scientific conference to be held in Berlin in 2024

- Coordinate biannual GraFOx meetings including sourcing locations, coordinating suppliers, and supporting meeting attendees.
- Support regular digital and hybrid meetings including scheduling; taking minutes; post-meeting follow-up; maintaining admin process schedules; and regularly checking progress status.
- Maintain and update the GraFOx website
- Document events and provide reports for annual and periodic publication

Your profile

- University qualification or professional training and work experience as an Executive Assistant, Project Manager, Event Manager, or similar.
- Educational background in science a plus
- Very good organizational, communication and interpersonal skills
- Fluent in German and ability to work in English
- Self-motivated, able to take initiative and exercise sound decision-making
- Proficient in standard office software e.g. MS Office. Experience with Wordpress a plus
- Experience managing digital and hybrid meeting environments
- Ability to be discrete and maintain confidentiality of sensitive issues
- Enjoy working independently and collaboratively
- Positive, service-oriented thinking and can-do attitude

This position is available immediately for an initial two-year period, with an excellent chance of becoming permanent. Salary and benefits are according to the Treaty for German public service (TVöD Bund) of level 8 or comparable, based on work experience and special professional skills.

If you have questions about the position, please contact Oliver Bierwagen (he/him/his):
bierwagen@pdi-berlin.de.

What we offer

- Job security and a good work-life balance
- 39 hours / 5 days a week as a full-time position, part-time also welcome
- 30 days vacation per year
- International, diverse community
- Modern office located in the heart of Berlin with excellent public transport connections, and a subsidized travel ticket
- VBL company pension plan
- Mobile work
- Possibility to participate in professional development programs
- Chance to see your creative ideas come to life and be part of an exciting new opportunity for science

About PDI

The Paul Drude Institute is part of the [Forschungsverbund Berlin e.V.](#) and a member of the [Leibniz Association](#). The institute carries out basic and applied research at the nexus of materials science, condensed matter physics, and device engineering.

With approximately 100 employees and more than 15 nationalities, PDI is committed to building a talented, inclusive, and culturally diverse workforce. We understand that our shared future is guided by basic principles of fairness and mutual respect. Among equally qualified applicants, preference will be given to candidates from marginalized groups. As an equal opportunity and family-friendly employer, we offer highly flexible employment conditions, such as flexible working hours, parental leave, and home office, and we strive to create a family- and life-conscious working environment.

How to apply

Please send your application as a PDF to Even Prüfer (he/him/his) at recruiting@pdi-berlin.de by **May 21**, with “Administrative Coordinator GraFOx” in the subject line, including a dedicated cover letter, curriculum vitae, and reference letters.

