

## Job advertisement

DERlab is an association of around 40 leading international laboratories that research and develop in the field of intelligent grids and decentralized energies (DER). Our dynamic network focuses on the integration and operation of decentralised energy plants and intensively supports the continuous development of DER technology in joint research projects.

**For our office in Kassel, we are looking for a full-time or part-time**

## Assistant / Secretary / Foreign Language Secretary (f/m/d)

### Your tasks:

- General administrative secretariat work
- Organization and handling of internal and external meetings, events, workshops (online, hybrid and F2F, also international)
- Processing of business trip requests and assistance with travel planning – and booking
- Organisation of filing and documentation

### Your profile:

- Completed training as a foreign language secretary, secretary or commercial employee
- Professional experience in the field of secretariat or assistant work
- Confident handling of MS Office and MS TEAMS
- Fluent in German (C2) and fluent in written and spoken English (C2)
- High service orientation, communication skills and organizational talent, ability to work in a team and prioritize tasks efficiently

Are you sociable, reliable and work independently?

Then we look forward to receiving your detailed application.

**Application deadline: January 15, 2025**

### General information:

The position is limited to 2 years with the prospect of extension.  
The remuneration is based on the TVöD.

Applications, including letter of motivation, preferably in English, Curriculum vitae and certificates must be sent exclusively digitally by e-mail to: DERlab e.V., Dr. Philipp Strauss, [jobs@der-lab.net](mailto:jobs@der-lab.net).

If you have any questions, please do not hesitate to contact us by e-mail or telephone at +49 561 7880830.