

## **ENABLE NEW DISCOVERIES.**

The Vienna BioCenter Core Facility GmbH (VBCF) acts as a nexus for science and technology at the Vienna BioCenter Campus and enables scientific discoveries by offering access to state-of-the-art research Core Facilities. We are looking for a

### **Junior administration assistant (f/m/d, part-time, 3 days/week, 10-14 hours/week)**

to support the Vienna Drosophila Resource Center (VDRC), an internationally recognized and professionally organized bioresource center. We maintain over 25,000 unique transgenic Drosophila stocks and DNA resources and distribute them to over 2,500 registered research groups both locally and worldwide.

#### **Key responsibilities**

- General correspondence with international customers by email and telephone, primarily in English
- Process and forward customer queries and complaints
- Activate and update VDRC user accounts - check and file standard documents, update database
- Request, check and prepare shipping documents from customers for international shipping of orders
- Assist with other general administrative tasks: Invoices, purchase orders permission letters, classification of permits, airway mail, etc.

#### **Key requirements**

- Excellent spoken and written English and German
- Attention to detail and accuracy
- Good organizational and communication skills
- Reliable and responsible
- Ability to work as part of a team and to carry out allocated tasks alone in a timely manner
- Good computer literacy (MS Office, Excel...)
- Previous experience in administration would be an advantage, but not essential

#### **Your benefits**

We offer a permanent position in a friendly and international environment and an attractive package of fringe benefits. The minimum salary for this position will be 1.800 € gross per month |full-time.

#### **Who we are**

The VBCF is an inter-institutional research infrastructure that was founded to enable researchers at the [Vienna BioCenter Campus](#) to achieve their scientific goals and become leaders in their research areas. To this end, we provide access to state-of-the-art instruments and the combined scientific expertise and professional experience of more than 100 scientists. We are funded by the Federal Government and the City of Vienna and take pride in recovering more than 50% of our running costs via user fees.

#### **How to apply**

To apply for this position, please send your CV with photo and a cover letter to [office@vdrc.at](mailto:office@vdrc.at)

For any questions, feel free to contact us by telephone: 0664 808 477 020

We look forward to your application!

*As an employer we promote a culture of continuous learning and are committed to gender equality. Therefore we strongly encourage female applicants. VBCF processes your personal data in accordance with the statutory data protection regulations.*