



We are looking to support our rapidly growing team as soon as possible:

Administrative Assistant (f/m/x)

CECAD-CellularStress Responses in Aging-Associated Diseases



TV-L: 19,25 h/week (50%)



initially limited for 2 years



Your salary will be based on TV-L up to EG 8

Your tasks

- Correspondence with other international scientific organisations
- Coordination of appointments
- Processing of personnel matters ready for signature
- Organisational and administrative handling of business transactions
- Organisation of business trips of the group leader
- Taking care of travel reimbursements of group leader
- Support of group members with travel reimbursements
- Support for international staff. This includes assistance with visa applications, finding accommodation, general administrative tasks etc.
- Guidance and supervision of student affairs
- Handling general secretarial tasks (ordering office supplies, processing invoices, requesting quotations, making announcements, keep track of travel expenses etc.)
- Accompanying the recruitment process, including job advertisements, interview invitations and preparations and onboarding
- Update of group webpage

Your profile

- Education as Administrative Assistant or equal qualification is required
- Professional experience in scientific administration

Your future with us

Working at the University Hospital Cologne and the Medical Faculty means helping to shape the future - the future of medicine, of patients and, of course, your own future. You benefit from 60 clinics and institutes as well as numerous other departments and facilities and more than 12,000 jobs. The Faculty of Medicine of the University of Cologne and the University Hospital Cologne assume important social tasks in research, teaching and patient care. A close network with many university and non-university partners guarantees an internationally successful science and the excellent education of our students.

Your future in detail

CECAD is an inclusive, equal opportunity employer that offers attractive conditions and benefits commensurate with an international research organization with a very collegial and family-friendly work environment. The **Frezza laboratory** seeks to understand the contribution of dysregulated metabolism to ageing-associated disorders, focusing on cancer.

in academia is a plus

- Confident command of the German language and business fluent
- Proficient in spoken and written English
- Very good computer skills (Word, Excel, Outlook)
- Very good organisational skills, confident appearance and strong communication skills
- Ability to work in a team as well as independently and precisely

Our offer

- **Everything but ordinary:** You can expect a secure job in a challenging, innovative environment – including company pension schemes and regular working hours without business trips.
- **Work-life balance:** Whether full-time or part-time, with or without children – with numerous support options, we will find the right path together.
- **Team spirit in R(h)ine culture:** You will be warmly welcomed by an interdisciplinary team that values mutual respect and helpfulness.
- **Strong perspectives:** We offer extensive training opportunities – so you can continuously grow and set new goals.

Applications from female candidates are expressly welcome and will be given priority in the event of equal suitability, competence and professional performance. People with disabilities are welcome to apply and will be treated preferentially in the event of equal suitability and qualification.

Contact

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Geschäftsbereich Personal
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[Uniklinik Köln Karriere](#)

Application deadline: 31.08.2025

Job-ID: 8ldtiaqy

[apply now](#)

We look forward to receiving your application and getting to know you!