Administrative Assistant / Lab Manager

Center for Brain Research

Medical University of Vienna, Austria

The Haubensak Laboratory is seeking a highly motivated Administrative Assistant/Lab Manager in neuroscience.

Emotions are a central part of our mental self, shaping perception, memories, and behaviors. We are an international team of scientist that uses circuit neuroscience and behavioral genetics to understand how the brain processes emotions. For our activities, please visit http://www.imp.ac.at/research/wulf-haubensak.

In your position, you will support our group by handling administrative needs of the department as well as contribute to laboratory and project management.

Ideally, you should have professional education in administration and/or laboratory management experience with proficiency in English (B1 level) and electronic data handling (Mail, Word, Excel) with strong organizational skills. It would be great to welcome you as independent and communicative member of our team, with enthusiasm to become an active member in shaping our interactive environment and workflows.

The monthly gross income for this position is currently € 2.147,30 at least (14x annually). It may increase through crediting of job-specific previous experience in an equivalent position.

Expected starting date: January 3, 2021- one year with option for permanent employment.

Please send your application including letter of motivation, CV and potential references to wulf.haubensak@meduniwien.ac.at

Please note that applications are at this time only possible for coworkers of the Medical University of Vienna.

We would like to point out that for Employees of the Medical University of Vienna the proof of vaccination against Covid-19 is a prerequisite.