

Director
Institute of Environmental Technologies
Technical University of Ostrava - Technical University of Ostrava
announces a selection procedure for the position of
Assistant to the EBEAM ERA Chair

Description of work activities:

- working directly under the head of the ERA Chair holder, Mark Rummeli, and supporting his team,
- coordination of activities related to the group's projects and research agenda,
- managing administration and financial aspects of projects,
- assisting in organising national or international meetings,
- preparing documents for personnel management,
- cooperation with the economic, human resources, and international offices of the university,
- providing administrative support to members of the international research group,
- facilitating communication/support with researchers during the onboarding proces,
- utilizing the university's information system,
- the working language of the group is English while the University functions mostly with Czech language, the applicant must demonstrate very strong written and spoken English and Czech skills.

Amount of time:

1,0

Form of employment:Fixed-term contract with the possibility of extension
from September 2024 or by agreement**Expected onset:****We require:**

- university degree preferably in economics or technical field,
- knowledge of English language at min. B2 (daily oral and written communication within an international team),
- excellent communication and organisational skills,
- knowledge of MS Office (especially outlook, MS Excel),
- independence, willingness, flexibility,
- also suitable for graduates with administrative experience during their studies,
- orientation in projects (preparation, implementation in terms of material and financial aspects),
- friendly approach to different national cultures (cooperation with foreigners).

Advantage:

- knowledge of the research or academic environment,
- knowledge of public procurement issues.

We offer:

- work in a forward-looking organisation,
- salary according to the candidate's experience,
- the possibility of further training,
- 6 weeks leave,
- flexible working hours,

- free parking for employees on the university campus,
- the university nursery school,
- pension contribution,
- subsidised canteen meals,
- MultiSport card,
- other employee benefits according to the employer's offer.

The personal data of the candidate will be processed to the extent necessary for the implementation of the selection procedure in accordance with EU Regulation 2016/679.

<https://www.vsb.cz/export/sites/vsb/en/.content/files/Informace-pro-uchazece-o-zamestnani-AJ.pdf>

Please send your applications accompanied by a CV and a motivation letter to

barbora.dvorakova@vsb.cz

until 15th October 2024

On the basis of the CVs submitted, selected candidates will be invited to interview on an ongoing basis.