

The **German Historical Institute London** is seeking to employ, at the earliest opportunity, **an enthusiastic administrative assistant/receptionist (24 hours per week, permanent position).**

The successful candidate will provide administrative support for a variety of areas, including events, answering general queries and HR. Within clear parameters, they will take responsibility for specific projects or areas of work. Reporting to the Administrative Director, the successful post holder will manage the reception of the institute and support the planning and organizing of events. Their CV should demonstrate experience in general administration and project and event organization, as well as strong IT skills.

They will have a hawk eye for detail and build effective working relationships easily. Their strengths will be prioritizing tasks effectively to meet deadlines and showing initiative to solve day-to-day queries and problems.

This is an on-site role. Occasionally, late working or working on a Saturday might be required.

Their main tasks will include:

- Being first point of contact for the Institute
- Taking care of ingoing/outgoing mail and deliveries
- Managing various databases (e.g. addresses, events)
- Organizing files and preparing documents
- Obtaining quotes for goods and services
- Booking hotels, catering and restaurants
- Liaising with event participants and other stakeholders

The successful applicant will have:

- proficiency in German (minimum level A2 CEFR)
- experience in general administration
- project and event organization skills
- the right to work in the UK

This is a part-time position (24 hours/week). The starting annual salary is £38,502 (pro rata £23,101). In principle, the salary is taxable in Germany; the only exception is for British nationals who do not also have German citizenship. Applicants should be able to prove their right to work in the UK.

If you have any questions, please contact the Administrative Director of the GHIL, Sandra Heyn (s.heyn@ghil.ac.uk).

Located in the heart of a diverse and cosmopolitan city, the German Historical Institute London (GHIL) is an academically independent institution and forms part of the Max Weber Foundation – German Humanities Institutes Abroad. It focuses on researching British–German relations, British history, and colonial history.

The Max Weber Foundation is a family-friendly employer and promotes a good work-life balance for parents. We value diversity and therefore welcome all applicants, regardless of nationality, ethnic and social background, religion, age, sexual orientation and gender identity.

Applications (in English) including a covering letter outlining your motivation and what makes you suitable for the role, supporting documents and the names and email addresses of two referees should be sent by email only to recruitment@ghil.ac.uk, quoting the **reference number 04/2023**. Please compile all your application documents into a single PDF file. The closing date for applications is **03 April 2023**. Interviews are expected to be held on **17 April 2023**.