The Vienna Biocenter Core Facilities GmbH (VBCF) is seeking a

Grant Assistant (20 hours/week)

Vienna Biocenter Core Facilites GmbH (VBCF) is a non-profit organization providing scientific infrastructure operated, maintained, and developed by highly qualified experts. We are situated at the Vienna Biocenter, which is one of Europe's leading multi-disciplinary biomedical research centers. For more information visit our website: www.vbcf.ac.at

We are looking for a motivated candidate for support of application and management of research projects, both national and international, who will closely collaborate with the company's Grant Manager.

Your responsibilities:

- Assisting in grant management (timesheet collection, financial monitoring, project progress and final reporting, communication with funding agencies etc.)
- Assisting in the creation of budgets
- Assisting in dissemination activities of running research projects
- Organisation of small project events (staff-exchanges, workshops), assisting in organization of large project events (conferences)
- Providing support with preparation of grant applications in (inter)national grant programmes

Your profile:

- Master degree in Life Sciences
- Excellent German communication and writing skills (preferably German native speaker)
- Very good English communication and writing skills (min. level C1)
- At least 4 years experience in research, preferably in Life Sciences
- Excellent organizational and communication skills, good presentation skills
- Experience with grant management and proposal writing is an asset
- Basic knowledge of budgeting and financial management

This position provides a professional and stimulating environment and is available from March 1st, 2017.

We offer a contract for 1 year with the possibility of extension. The salary will be EUR 1.250 and can increase due to work experience.

Applicants should submit a cover letter and a full CV by February 25th, 2017 to barbara.miksch@vbcf.ac.at