

Are you interested in applying your experience and knowledge to support science-related, non-profit organizations for the betterment of society and the environment? If so, we have a compelling and fitting position for you!

[HeiGIT](#) gGmbH is a research-oriented, non-profit company that has set itself the goal of improving the transfer of knowledge and technology from basic research into practice on the basis of innovative geoinformation technologies. Our vision is a better society and environment through the improvement of free geoinformation and technology. Through research and development, we support decision making in the fields of climate change, sustainable mobility and humanitarian aid. HeiGIT pursues an open source, open data and open science strategy.

HeiGIT was founded in 2019 as an affiliated institute of Heidelberg University and continues to work closely with the university. HeiGIT is supported by the HITS Foundation with core funding from the Klaus Tschira Stiftung gGmbH.

We are looking for a

Head of administration with power of attorney (f/m/d)

located in Heidelberg, permanent, full-time or part-time (at least 75%) at the earliest possible date

The diverse tasks awaiting you include:

- Communication between employees, management and the administrative service provider
- Representation of the management by assuming power of attorney
- Contact person for business and legal issues
- Responsibility for managing internal organizational and administrative processes
- Initiating and driving process optimization and organizational changes
- Support in planning and operational implementation, budget and financial matters and acquisition of third-party funding
- Collaboration in analyses for strategic planning

About you

- Ideally a degree in business administration, public administration or similar subjects
- Several years of professional experience in the administration and organization of an SME, preferably with management experience
- Experience in acquisition, financial planning and management of national and international scientific third-party funded projects from a wide range of funding bodies
- Fluent in German and English

- Professional, team-oriented and systematic way of working
- Collegial cooperation with management, employees and service providers
- Work experience in science management and/or with a non-profit organization is an advantage
- Experience in our specialist subject areas such as geosciences, environmental sciences, computer science or humanitarian aid is an additional advantage

We offer

- An attractive workplace with plenty of creative freedom and long-term prospects
- A motivated, agile team with flat hierarchies and a high level of personal responsibility
- Involvement in a highly dynamic and growing area with a real impact on society and the environment
- A wide range of opportunities for personal development
- Work-life balance: flexible working hours, 30 vacation days, the opportunity to work flexibly in terms of location, central location in Heidelberg, attractive social benefits (such as JobRad etc.) and company pension scheme

Would you like to work with us for the benefit of the environment and society?

Then send your application (CV, certificates, references, desired salary and earliest possible starting date) in digital form as a PDF by e-mail to verwaltung@heigit.org.

If you have any questions about the application process, please contact Jael Fingerle by e-mail: jael.fingerle@kta.email or by telephone on +49 (6221) 533-187.

We look forward to receiving your application!

We stand for equal opportunities. Everyone is welcome here, regardless of age, origin, gender, sexual identity, religion or disability are equally welcome.

Please note our [privacy policy](#) for applicants.