



Leibniz Institute for Age Research  
Fritz Lipmann Institute (FLI)

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The FLI is a research institute and a member of the Leibniz Association (Wissenschaftsgemeinschaft Gottfried Wilhelm Leibniz e. V.). Its basic budget is supported jointly by Thuringia and by the Federal Government. The overall goal at the FLI is the dissection of mechanisms of decisive processes, in particular pathological processes which lead to consequences for health and healthy ageing. The FLI has international cooperations with scientists, institutes and universities.

We are looking for an

## **Executive board secretary**

with **excellent** knowledge of English (fluent).

A completed commercial training or training as a Secretary or / and professional experience as an executive board secretary or as a management assistant are desired. International experience is advantageous.

If you are reliable, flexible and creative, have organising and communication skills, work personally responsible and are a good team player please apply.

Contract conditions and salary will be determined according to TV-L and include employee benefits.

Please send your complete application documents (Application letter and CV in English) citing code no. **03/12** until 10 February 2012 to:

Leibniz-Institut für Altersforschung – Fritz-Lipmann-Institut e. V. (FLI)  
Personalabteilung  
Beutenbergstr. 11  
07745 Jena

or via email to [jobs@fli-leibniz.de](mailto:jobs@fli-leibniz.de).