

A photograph of a woman with blonde hair, wearing a dark blue blazer over a white shirt, and a man with dark hair, wearing a white lab coat over a white shirt and a grey tie. They are both smiling and looking at a large blue folder or document that the man is holding. The background is a bright, out-of-focus indoor setting, possibly a laboratory or office.

Engineering the Medicines of Tomorrow

MorphoSys's mission is to make exceptional, innovative biopharmaceuticals to improve the lives of patients suffering from serious diseases. Innovative technologies and smart development strategies are central to our approach. Success is created by our people, who focus on excellence in all they do, collaborate closely across disciplines. We all are driven by a desire to make the medicines of tomorrow a reality. Guided by mutual respect and trust, each member of the MorphoSys team is given the opportunity to develop and flourish within this exciting and inspiring environment. Join us in Planegg near Munich!

We would like to fill the following vacancy as soon as possible:

Team Assistant Business Teams (m/f)

Your Responsibilities:

- Administrative support to the Head of Department including managing of calendar and execute administrative activities within the "Business Team" unit
- General secretarial duties for department members (e.g. travel arrangements incl. conference registrations, travel costs reimbursements and general correspondence)
- Support budget preparation and invoice management for the department
- Interface with different departments, e.g. Legal Department (contract management) and Central Purchasing & Logistics
- Coordination of appointments, meetings and ensuring adequate meeting and technical facilities are available
- Maintenance of various data bases, tracking systems and internal teams' intranet page- Onboarding and introduction of new team members
- Close collaboration with other Assistants within Development Organization

Your Requirements:

- Professional work experience of at least three years required
- Well-organized, structured person with attention to detail
- Flexible in terms of short notice changes to tasks and priorities
- Very good communication skills, fluent in German and English (written and spoken)
- Able to work independently and solution-oriented with little need for detailed guidance, external input on priorities and constant check-up
- Excellent application of office software (Word, Excel, PowerPoint and SharePoint)
- Highest degree of loyalty and absolutely reliable regarding handling of confidential information

We offer:

- Creative working in X-functional teams
- Open and appreciative corporate culture
- Multicultural environment
- Working in an attractive, high-quality equipped building with restaurant
- Free sports and language courses

Thank you for your interest! We are looking forward to receiving your pertinent application documents. For your application please use exclusively our career portal www.morphosys.com/careers. We do not only offer excellent career prospects, but support you from the very start - also helping you move.