



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 Research & Development (gn)

Your Responsibilities:

- Administrative support to the Head of Department including managing of calendar and execute administrative activities
- General secretarial duties for department members (e.g. travel arrangements, travel costs reimbursements and general correspondence)
- Support budget preparation and invoice management for the department
- Coordination of appointments, meetings and ensuring adequate meeting and technical facilities are available
- Maintenance of various data bases, tracking systems and internal department intranet page
- Compilation and formatting of presentations
- Interface with different departments, e.g. Legal (contract management), Finance (invoicing), Central Purchasing & Logistics
- Close collaboration with other Assistants within R&D

Your Requirements:

- Professional work experience of at least three years
- Well-organized, structured person with attention to detail
- Very good communication skills, fluent in German and English (written and spoken)
- Flexible, highly motivated, with strong organization skills, and ability to manage multiple tasks
- Team player with well-developed interpersonal abilities, openness to support team members
- Able to work independently and solution-oriented
- Excellent application of office software (Word, Excel, PowerPoint and SharePoint)
- Highly 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/job-opportunities. We offer not only excellent career prospects, but also support you from the very beginning - even helping you move if necessary.

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