The Max Planck Institute for Brain Research (MPI for Brain Research) in Frankfurt/Main is one of the leading research institutes in the field of biological and medical basic research and is focused on the structure and function of neural circuits in the brain. The institute currently has approximately 300 staff members and consists of three scientific departments, five independent research groups, several service units and a large animal house.

For the Department of Synaptic Plasticity (Prof. Dr. Erin Schuman) of approximately 30 members we are seeking a dynamic, solution-oriented, interactive and highly energetic person with an interest in research to fill a part-time position (60 % +) as

**Lab Manager (m/f)**

This position is available now and comes with an initial, fixed-term contract of two years, with the possibility of subsequent conversion to a permanent contract.

The Lab Manager will organize various aspects of the laboratory environment in order to ease the day-to-day running of the lab. She/he acts as an interface between our scientists, students, technical and administrative staff and external contacts, and must continually anticipate and resolve potential problems to ensure that the laboratory runs smoothly.

Responsibilities will include:

- Integration and sign-off of short-term and long-term employees into and out of the Schuman research group
- Coordination of laboratory purchases (including, if necessary, putting items to be purchased out to tender), control of delivery of supplies and maintenance of inventories
- Communication (English and German) with other scientific departments and service groups within the institute and with other scientific groups from other institutes
- Securing of the installation, proper functioning and maintenance of equipment
- Some translation and proof-reading
- Support of animal research projects (preparation of animal experimentation permit applications and animal data sheets) interaction and communication with scientists of the institute, the animal facility staff and the animal welfare officer
- Duties as project manager according to § 14 GenTSV : interaction and communication with the governing authorities for genetic engineering and with scientists of the institute
- Ensuring the safe operation of a genetic engineering facility (Schuman and Laurent Labs) and the work carried out in it, including documentation according to GenTAufzV and instruction of employees (scientific and non-scientific staff) based on the facility’s operating procedures
Successful candidates should:
- hold a degree or equivalent in a life science or similar, Bachelor/Master degree or higher,
- have good knowledge of lab techniques and equipment (molecular/cell biology, electrophysiology, microscopy)
- be a strong, solution driven, organizational and management talent with the ability to help and direct others
- be pro-active and able to work independently, even under pressure and deadlines
- have excellent interpersonal skills, team spirit and flexibility; expat experience of other cultures would be beneficial
- have very good English and German language skills, both written and spoken
- have familiarity with documentation databases; previous experience with the lab animal management system PyRAT would be an advantage
- fulfill the requirements for the appointment as project manager or biological safety officer (BBS) of a genetic engineering facility according to §15 GenTSV; official approval and significant previous experience as project manager or BBS are advantageous for the position

A good amount of technical prowess is useful due to the lab equipment upkeep portion of the lab manager's duties.

We offer a position with great versatility in an intense but enjoyable and fun interdisciplinary working environment. The salary is determined according to the German TVöD, based on qualification and experience and will include social security benefits and additional fringe benefits in accordance with public service provisions.

The Max-Planck-Society is an equal opportunity employer striving to employ people with disabilities; applications of disabled candidates are thus explicitly desired. The reconciliation of work and family life is very important to us; among others, we can offer you the possibility of child care in Kita Kairos which is in close proximity to the institute. Further information can be found on our website www.brain.mpg.de.

We are looking forward to your application, stating your earliest starting date. Please send your CV, motivation letter, and references in a single pdf file under the heading Lab Manager Position via E-mail as soon as possible, but at the latest by October 31st 2017 to:

Max-Planck-Institut für Hirnforschung,
-Personalstelle-
Max-von-Laue-Str. 4
60438 Frankfurt am Main.
E-Mail: HR@brain.mpg.de