



The Max Planck Institute for Innovation and Competition is committed to fundamental legal and economic research on processes of innovation and competition and their regulation.

The Munich Intellectual Property Law Center (MIPLC) is a cooperation project of the Max Planck Institute for Innovation and Competition with the University of Augsburg, the Technical University of Munich and the George Washington University. Our main task is the implementation of the international English-language LL.M. program "Intellectual Property and Competition Law".

For this program we are looking for an

Administrative Manager (m/f/d)

Full or part-time

Your Duties

The Administrative Manager will be responsible for:

- Developing and executing robust financial strategies, budget planning, and resource allocation to support the MIPLC's academic and research goals.
- Ensuring the effective coordination of the program's operational framework, upholding the highest standards of compliance and efficiency.
- Facilitating seamless communication and procedures between academic departments and operational teams.
- Supporting digital transformation efforts, particularly in the management and understanding of IT systems, beyond conventional Office Suite applications.

Your Qualifications

- A Bachelor's or Master's degree in a relevant field.
- Fluency in both English and German at a (near-)native levels.
- Professional experience with a demonstrable track record in administration; experience in the educational or science sector is an advantage.
- Excellent communication skills in an international and intercultural environment.



Our Offer

- An international working environment with students and faculty from all over the world
- A successful team and excellent infrastructure
- A workplace in an attractive location in the heart of Munich
- Remuneration in accordance with the TVöD depending on qualifications and professional experience
- Social benefits of the civil service (federal government)
- Subsidy to MVV job ticket or DJT
- The appointment is initially limited to two years.

The Max Planck Society has set itself the goal of employing more severely disabled people. Applications from severely disabled persons are expressly encouraged. The Max Planck Society strives for gender equality and diversity. We welcome applicants from all backgrounds.

Interested?

Please send your application in one PDF file including your CV, a motivation letter, school leaving certificate, university degree(s) and transcripts, proof(s) of past professional experience, letters of recommendation (if available), preferably via our [online form](#).