



Events Manager (m/f/x)

About BioMed X

BioMed X is an independent research institute with sites in Heidelberg, Germany, New Haven, Connecticut, XSeed Labs in Ridgefield, Connecticut, and a worldwide network of partner locations. Together with our partners, we identify big biomedical research challenges and provide creative solutions by combining global crowdsourcing with local incubation of the world's brightest early-career research talents. Each of the highly diverse research teams at BioMed X has access to state-of-the-art research infrastructure and is continuously guided by experienced mentors from academia and industry. At BioMed X, we combine the best of two worlds – academia and industry – and enable breakthrough innovation by making biomedical research more efficient, more agile, and more fun.

The position

We need you to plan, coordinate, and support our internal and external events. These are mainly our 5-day recruiting boot camps in Heidelberg and partner locations (mainly USA) with international participants.

Other events include team recognition events, scientific talks, and of course all the formats we haven't thought of yet, and which are waiting to be invented.

On the one hand you will take care of the administrative tasks that are involved, while at the same time transporting the BioMed X spirit with enthusiasm, creativity, and out-of-the-box thinking.

Your profile

- You have experience organizing onsite and online events (proven hands-on practice with MS-Teams and Zoom)
- You are a creative thinker, great organizer, strong communicator and pragmatic problem solver
- You are service-oriented and able to communicate with international pharma executives as well as the academic community
- You have a positive attitude towards social media and a passion for networking. Familiarity with science communication / scientific topics is a plus, but not mandatory
- You are fluent in German and English (speaking & writing skills)
- You have a high level of cross-cultural competence
- You are a great team player, but also able to work on projects autonomously
- You accept that from time to time it will be necessary to travel and work weekends.

Our offer

- International, diverse, and positive work atmosphere, flexible working environment
- Flat hierarchies, fast decisions
- Lots of room for creative ideas
- A competitive salary
- Access to a vast network in science and industry.
- Flexible working hours
- Good training opportunities
- Job ticket, sponsored fitness contract, complimentary fresh fruit, soft drinks and chocolate, team recognition events

To apply

If you feel you have the skills and experience needed to become our event manager, we would love to hear from you. Please submit your application (cover letter, CV, 2 references) via e-mail to the attention of Yvonne Stappenbeck (ys@bio.mx). The position is available as of February 1, 2024.

Contact

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