



STELLENAUSSCHREIBUNG • Ausschreibungs-ID: 2024-17

Project manager / scientific advisor (m/f/d)

Munich Quantum Valley (www.munich-quantum-valley.de) promotes quantum science and quantum technologies in Bavaria with the primary goal of developing and operating competitive quantum computers. It connects research, industry, research funding and the public: Munich Quantum Valley supports an efficient transfer of knowledge from research to industry, establishes a network with international reach and offers educational programs for schools, universities and companies. The office, which is located in Munich (at Leopoldstr. 244), is looking for a Project Manager / Scientific Officer (m/f/d) to start as soon as possible.

The position is initially limited until 30 September 2026.

Your responsibilities include::

- Active support of the scientific management
- Independent development of concepts and decision papers
- Taking on project controlling tasks and documenting project-related activities
- Contact person for the MQV lighthouse projects and research and development professorships
- Support for/at committee meetings
- Administrative support activities, e.g. organizing appointments, correspondence, taking minutes, etc.
- Active support in the organization and implementation of conferences, workshops and seminars

What you should bring with you:

- Successfully completed studies in the STEM field, business administration or a comparable course of study
- First professional experience is an advantage
- Business fluent in written and spoken German and English
- Target group-oriented communication skills
- Moderation skills, the ability to network including willingness to travel
- Forward-looking, conscientious and solution-oriented way of working
- Profound knowledge of MS Office
- Organizational talent, confident appearance, flexibility and ability to work in a team

What we offer you:

- Exciting tasks in a science-oriented international working environment
- Individual working hours as part of a flexitime system, part-time possible
- Remuneration according to qualifications and professional suitability up to max. EG 13 (federal service)
- Pension scheme through the Federal and State Pension Institution
- Favorable rates for insurance and public transport (subsidy for the Deutschlandjobticket)
- Home office option (up to two days possible for full-time employees)
- Open, stimulating, dynamic and international atmosphere; scientific flair

The Max Planck Society strives for gender equality and diversity. We welcome applications from all backgrounds. The Max Planck Society is committed to employ more severely disabled people. Applications from severely disabled are expressly encouraged.



The position is to be filled at the earliest possible date and will be kept open until filled.

If we have caught your interest, please apply via our online web tool with your informative documents (cover letter, CV, references), the preferred scope of the position and your possible starting date.

[TO THE ONLINE WEB TOOL](#)