



Facility for Antiproton and Ion Research
In Europe GmbH



GSI Helmholtzzentrum für
Schwerionenforschung GmbH

The international accelerator center FAIR (Facility for Antiproton and Ion Research), one of the largest research projects worldwide, is currently being built in Darmstadt. FAIR is under construction at the existing research center GSI Helmholtzzentrum für Schwerionenforschung. At FAIR, matter that usually only exists in the depth of space will be produced and studied in the laboratory, in order to gain new insights into the evolution of the universe and the structure of matter. FAIR offers the opportunity to work in this international environment with a team that is dedicated to doing world-class science every day.

For the department **FAIR Site & Buildings (FSB)** we are looking for an

Document Manager (all genders)
- as parental leave replacement -

Posting ID: 22.95-773000

as soon as possible.

Your tasks:

- Maintenance and operation of the document management FAIR Site & Buildings
- Preparation, structuring and organization of project-relevant documents according to the specifications of the sponsor
- Organization of file management and maintenance of the FSB archive
- Examination, control and analysis of the documents placed in the DMS
- Coordination of the allocation of information rights with the DMS operator
- Management of indexing and classifications of documents
- Monitoring compliance with the requirements of the communication manual
- Setting up and coordinating document workflows and processes with the DMS operator
- Information research in the DMS and the FSB archive for other departments
- Coordination with external project partners for document creation and exchange
- Control of incoming and outgoing mail as well as file management and storage
- Technical contact person for the repro service provider
- Organization of repro and digitization services.

Your profile:

- Successfully completed university studies, e.g. in the field of information science or comparable qualification
- Knowledge of knowledge management and cataloging - preferably in the construction industry, information technology and database development, data and information analysis, information retrieval and research, and document exchange is required
- Experience in CMS/DMS systems (e.g. Conclude) and document management of large construction sites or comparable projects is an advantage
- Very good computer skills in MS-Office, especially MS Excel as well as knowledge in the field of databases are desirable
- Very good written and spoken German skills are prerequisite, good English skills are desirable.

We offer an interesting and varied position in an internationally renowned research institute. The position is limited to two years. The salary is based on the German civil service employees (Tarifvertrag für den öffentlichen Dienst - TVöD (Bund)).

For further information, please contact Helko Thoma (helko.thoma@fair-center.eu).

For more information about FAIR and GSI, please visit www.gsi.de/en and www.fair-center.eu.

FAIR promotes the professional development of women and welcomes women who feel particularly addressed by this advertisement.

Qualified applicants with a disability will be given preference.

Please send your complete application documents, including your salary expectations, with details of your earliest possible starting date, by quoting the **Posting-ID**, until **08/01/2023** or:

Via email to [bewerbung\(at\)gsi.de](mailto:bewerbung(at)gsi.de)

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