

The Vienna BioCenter Core Facilities ([VBCF](#)) provide cutting-edge research infrastructure and expertise that form the foundation of groundbreaking discoveries at the Vienna BioCenter ([VBC](#)), home to multiple research institutes (including IMP, IMBA, GMI, Max Perutz Labs, University of Vienna Biology Building), companies, and around 2,000 scientists. Situated at the VBC campus, the VBCF GmbH provides scientific services to research on campus and beyond, supported by the extensive expertise of over 80 trained scientists and technicians. The VBCF is seeking for a:

Scientific Services Coordinator (m/w/d, 30 hrs/week to full-time)

to drive process integration, collaboration, and innovation across our scientific services. This position reports directly to the managing director and will work closely with the VBCF management team, core facility leaders, and researchers to optimize service delivery, facilitate project alignment, and support cutting-edge advancements in life sciences.

Key responsibilities:

- **Process integration:** Assist the VBCF management in the integration of new processes, technologies, and innovations within core facilities to ensure efficient, high-quality service.
- **Project coordination:** Monitor progress of selected projects as assigned by management, track deliverables, and provide regular updates. Facilitate interactions between project partners to ensure smooth communication, alignment of objectives, and timely completion of collaborative projects.
- **Support for technology & innovation:** Assist VBCF management in identifying, planning, and implementing measures to enhance technological capabilities and scientific service offerings.
- **Grant search & coordination:** Assist the management in search for grant opportunities, coordinate application processes, and manage follow-ups to support funding for innovative projects and facility growth.

Requirements & qualifications:

- Master's degree in life sciences or related field.
- Minimum of 5 years of relevant experience, preferably in scientific project management, coordination, laboratory management, or core facility operations.
- Proven ability to work collaboratively in a team environment, with strong interpersonal and communication skills.
- Excellent organizational and multitasking abilities, with a detail-oriented approach to managing complex workflows.
- Proactive, flexible, with a strong commitment to supporting cutting-edge scientific services and infrastructure.
- Familiarity with grant writing, scientific facility management, and innovation in life sciences is an advantage.
- Fluent in English; ability to speak German is a plus.

Your benefits

After an initial trial period of a maximum of 6 months this position will be an unlimited position. We offer an attractive compensation package including subsidized access to our company crèche and kindergarten, the annual pass of the "Wiener Linien" (Vienna public transport), the VBC social & sports program, the annual inflation compensation of the salary, and flexible working hours. The minimum salary for this position will be 3.600 € gross per month | full-time | paid 14x per year. The actual remuneration will depend on your scientific expertise and professional experience.

How to apply

Please send your CV, contact details of two referees and a letter of interest, to apply@vbcf.ac.at and include in the email subject "SSC_2024". Interviews will be held as soon as possible. For further information about the position please contact Simone Obermeier (simone.obermeier@vbcf.ac.at). Application deadline: December 31, 2024.