

STELLENAUSSCHREIBUNG • Ausschreibungs-ID: 2024-42

Project Manager (m/f/d) 80%-100%

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 (m/f/d) to start as soon as possible.

The position is initially limited until 30 September 2026 with the potential for further extension.

Your responsibilities include:

- Active support of the scientific management
- Taking on project management tasks including follow-ups of milestones and deliverables and documentation of project-related activities, reports, and protocols
- Budget enquires and financial reports
- Independently manage the scheduling, organization, and coordination of Site Visits, scientific workshops, technical meetings, and colloquia, while actively supporting the implementation of these scientific events
- Representation of MQV at various events
- Act as contact person for Bavaria-wide MQV partners, including MQV lighthouse projects and research and development professorships

What you should bring:

- Successfully completed university degree in the STEM field or business administration, or a comparable course of study
- First professional experience or completed Ph.D. is an advantage
- Good German and business fluent written and spoken English skills
- Target group-oriented communication skills
- Moderation skills, the ability to network including willingness to travel
- A forward-thinking, diligent, and solution-oriented approach to work



- Profound knowledge of MS Office. Prior experience with project management software and LaTeX is desired.
- Organizational talent, confident presentation skills, 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 is committed to promoting gender equality and diversity.
Applications from women are encouraged.
Applicants with severe disabilities will be given preference for employment,
if their qualifications are essentially the same.*



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.