



Research Projects & Events Manager (m/f/d)

Fulltime - Mainz

Join our Project & Cooperation Management team and help us shape groundbreaking scientific initiatives and impactful collaborations – starting as soon as possible! As a **Research Projects & Events Manager**, you will take the lead in organizing and coordinating scientific projects and events within a dynamic research environment. Your role blends strategic planning, science communication, and event management to foster collaboration and knowledge exchange.

Your Role:

- Coordinate scientific projects from planning to execution, ensuring timelines, deliverables, and stakeholder alignment.
- Organize and manage scientific events, including symposia, retreats, workshops, with attention to detail and scientific relevance.
- Develop and implement science communication strategies, including content creation for internal and external audiences (e.g. newsletters, social media, presentations).
- Liaise with researchers, partners, and service providers to facilitate smooth collaboration and high-quality event delivery.
- Ensure accurate documentation and reporting for all projects and events

Your Profile:

- You hold a university degree in a relevant field (e.g. life sciences, communication, event management, or similar).
- You have proven experience in project coordination and/or event organization, ideally in a scientific or academic environment.
- You are passionate about science communication and enjoy translating complex topics into engaging formats.
- You work in a structured, proactive, and solution-oriented manner – even under time pressure.
- You have excellent communication skills in English (German is a plus).
- You are confident with MS Office.
- You enjoy working in a team and interacting with diverse stakeholders from science, administration, and industry.

Enthusiasm and curiosity for the diverse activities of our research institute as well as the ability to work in a team completes your profile.

We offer:

- A dynamic, innovative and creative research environment
- An open, collegial and cordial working atmosphere in a respectful corporate culture
- A high degree of diversity in the workforce
- Flat hierarchies
- Performance-related remuneration and other benefits
- The opportunity for personalised further training
- Job ticket (Deutschlandticket) incl. employer allowance
- Bike leasing (Businessbike)
- The opportunity for hybrid working

TRON is an internationally recognised institute for application-oriented research. We combine the strengths of academic research with the requirements of quality-controlled industrial developments. At TRON, we share a common mission to develop innovative solutions for the immunotherapeutic treatment of cancer, infectious diseases and other serious diseases with high medicinal need for development.

TRON was founded in Mainz in 2010 and works in close cooperation with universities and hospitals as well as with regional, national and international research institutions and pharmaceutical companies.

As part of our team, you will have the opportunity to work at the cutting edge of translational science.

If all this appeals to you, we look forward to getting to know you.

Please send us your complete and informative application documents (cover letter, CV, references) in a single document of max. 5 MB by e-mail to Human Resources at **jobs (at) tron-mainz.de**, Job-ID: 41202-25-01-PM

For more information, visit our homepage at www.tron-mainz.de