

2025 KIST Europe – Recruitment of Administrator

KIST Europe Forschungsgesellschaft mbH (www.kist-europe.de) is established in 1996 and located in Saarbrücken, Germany, as an overseas branch of the KIST in Seoul, Korea.

We are seeking for creative and passionate candidates as below.

○ Fields / Personnel

Fields	Personnel	Detailed tasks
Administration	1 Person	<ul style="list-style-type: none"> • Manage HR and organizational processes and documentation <ul style="list-style-type: none"> - Recruitment, Contract, Holidays and Business trip etc. • Support planning of business plans and budget-related tasks <ul style="list-style-type: none"> - Budget planning, Management strategy etc. • Assist with meetings, schedules, and internal events • Perform general administrative tasks necessary for institute operations

○ Qualifications

- Bachelor's degree or higher in related field
- Proficiency in English and German
- Eligible to work in Germany without legal restrictions
- Strong computer skill
- Driver's license preferred

○ Employment Conditions

- Contract & Working Hours: 2-year contract / Full-time(40 Hours per week, Mon-Fri)
- Workplace: Saarbrücken, Germany (in the campus of Saarland University)
- Wages: KIST Europe Wage table (minimum €3,928 gross/month, adjusted based on degree and relevant working experience)

○ Required Document (in English, PDF)

- Curriculum Vitae (with 1 page Cover letter)
- Certificate of degree and transcript (undergraduate and above)
- Certificate of employment, qualification, and language proficiency (if applicable)

○ Application Deadline and Contacts

- Deadline: September 26, 2025, 18:00 (local time in Germany)
- How to apply: Online Application (info@kist-europe.de)
- Contacts: Woojin Ahn, Team leader of Research Support Team (wjahn@kist-europe.de)