



Date of publication of the job offer: 14/01/2022
Job title: Administrative Assistant in NeuroPhar lab
Job description The responsibilities of the post will be the following: <ul style="list-style-type: none">- Support to the daily activities of the group (purchase of reagents, materials & equipment, arranging of travels), under the supervision of the PI and the Research Manager.- Support to the organization and management of meetings and seminars.- Support to dissemination of the project's results (preparation of PowerPoints, fulfilling the forms for congresses, scientific activities and publications), under the supervision of the PI and the Research Manager.- Support to the administrative management of research grants, under the supervision of the PI.
Project and Institution that finance the contract This contract will be funded by the Spanish MINECO Official number reference: PID2020-120029GB-I00
Information on the minimum requirements Languages: A high level of English, written and spoken, is essential. Computer skills: High level of Office package (including Power Point and Word). Use of Photoshop is a plus. Experience: Previous experience in a similar post will be taken into account. Personality: We are looking for a dynamic and decisive person, with capacity for planning and organization and used to work in teams.
Benefits of the opening: Contract as "Research Support Staff (UPF)" according to regulations in force. Estimated annual gross salary: Between 22.500-25.500 €, depending on the candidate's profile. Timetable: between 9:00 and 18:00 h. Place of work: Laboratory of Neuropharmacology-NeuroPhar Department of Experimental & Health Sciences Universitat Pompeu Fabra Barcelona Biomedical Research Park (PRBB) c/ Dr. Aiguader, 88, 08003 Barcelona. Start date: 1 st February 2022 (to be negotiated).
Information on the application process: The interested candidates must send their CV to the address: info.neurophar@upf.edu , showing the reference RESEARCH SUPPORT NEUROPHAR. All dossiers will be handled with confidentiality. The University Pompeu Fabra is an equal-opportunity employer. Deadline to submit applications: 21/1/2022. Contact: info.neurophar@upf.edu