



<b>Date of publication of the job offer:</b> 14/01/2022
<b>Job title:</b> Administrative Assistant in NeuroPhar lab
<b>Job description</b> The <b>responsibilities</b> of the post will be the following: <ul style="list-style-type: none"><li>- Support to the daily activities of the group (<b>purchase of reagents, materials &amp; equipment, arranging of travels</b>), under the supervision of the PI and the Research Manager.</li><li>- Support to the organization and management of meetings and seminars.</li><li>- 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.</li><li>- Support to the <b>administrative</b> management of research grants, under the supervision of the PI.</li></ul>
<b>Project and Institution that finance the contract</b> This contract will be funded by the Spanish <b>MINECO</b> <b>Official number reference:</b> PID2020-120029GB-I00
<b>Information on the minimum requirements</b> 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.
<b>Benefits of the opening:</b> 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 <sup>st</sup> February 2022 (to be negotiated).
<b>Information on the application process:</b> The interested candidates must send their CV to the address: <a href="mailto:info.neurophar@upf.edu">info.neurophar@upf.edu</a> , showing the reference RESEARCH SUPPORT NEUROPHAR. All dossiers will be handled with confidentiality. The University Pompeu Fabra is an equal-opportunity employer. <b>Deadline to submit applications: 21/1/2022.</b> <b>Contact:</b> <a href="mailto:info.neurophar@upf.edu">info.neurophar@upf.edu</a>