

Administrative Assistant

The [Carracedo lab](#) at CIC bioGUNE (www.cicbiogune.es) is looking for an administrative assistant to work under the funded of a European project.

The following **requirements** will be taken into account during the selection:

- High organization and management skills.
- High written and spoken English (demonstrated through official titles and/or other means).
- High interactive abilities.
- Scientific background is not required but will be positively evaluated.
- Prior experience in the role of assistant or secretary is not required but will be positively evaluated.
- Outreach and communication activities organization to foster the establishment of new industrial partnerships and seek out collaboration with stakeholders.

Specifications of the job offer:

- Part-time contract. 20h/week with flexible timetable (morning or afternoon).
- Duration. 1-year renewable up to 4 years.

Duties of the hired personnel:

- Manage the agenda and arrange travels and meeting-related needs.
- Manage administrative aspects of lab work (lab meetings, courses).
- Centralize reimbursements and payment justifications.
- Support in the administrative aspects of grant preparation and submission.

Application procedure:

Candidates should submit by e-mail :

- A CV in English.
- A motivation letter describing their profile, experience and expectations.
- Letter of reference and referees will be positively considered.

Candidates should submit a single pdf with a CV in English and a motivation letter describing their profile, experience and expectations. Letter of reference and referees will be positively considered. The required to information should be send using our [form](#) and indicating **44471** as reference.

Only applicants shortlisted for interviews will be contacted.

Proposed start date: **January 2020**



In accordance with the arranged text in Statutory law 15/1999 of 13 of December, about Protection of Personal Data, be aware that we will conserve your CV in a file which CIC bioGUNE is responsible (ASOCIACIÓN CENTRO DE INVESTIGACIÓN COOPERATIVA EN BIOCENCIAS) during a term of two years for future processes of selection that this society can perform. You have right to accede to these data, to rectify them or to cancel them writing to the Department of Human Resources of CIC bioGUNE, Technological Park of Bizkaia, Ed. 801-A, 48160 Derio (Bizkaia).