Job Reference

238_MG_Adm

Position

Administrative Officer / Travel Management Support (internship compulsory)

Data de tancament

Divendres, 30 Novembre, 2018
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About BSC

The Barcelona Supercomputing Center - Centro Nacional de Supercomputación (BSC-CNS) is the leading supercomputing center in Spain. It houses MareNostrum, one of the most powerful supercomputers in Europe, and is a hosting member of the PRACE European distributed supercomputing infrastructure. The mission of BSC is to research, develop and manage information technologies in order to facilitate scientific progress. BSC combines HPC service provision and R&D into both computer and computational science (life, earth and engineering sciences) under one roof, and currently has over 500 staff from 44 countries.

Look at the BSC experience:
BSC-CNS YouTube Channel
BSC-CNS Corporate Video
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Context And Mission

The mission of this role is to give support in administrative tasks to the Management department, in order to cover the travel management services of the center.
We propose a contract or internship in Part-time for the next 6 months.

Key Duties
• Travel Management and Support in management events.
• Switchboard: telephone care and transfer call to the pertinent person.
• Administrative and logistical tasks.
• General support to the Management Department.

Requirements

• Education
  ○ Studying or recent graduate in Administration or equivalent.
  Technician studies in tourist activities and / secretarial studies will be valued.

• Essential Knowledge and Professional Experience
  ○ 0-2 years of experience in a similar position.
  ○ Experience in travel management and logistical support will be valued.

• Additional Knowledge and Professional Experience
  ○ Essential medium / high level of English, oral and written.
  ○ Office package: Word, Excel and Outlook domain.

• Competences
  ○ Organizational capacity
  ○ Service attitude
  ○ Friendly and communicative character
  ○ Flexibility and availability
  ○ Proactivity and initiative
  ○ Interested in general administration work

Conditions

• The position will be located at BSC within the Management Department
• We offer a full-time contract, a good working environment, a highly stimulating environment with state-of-the-art infrastructure, flexible hours, extensive training plan, tickets restaurant, private health insurance, fully support to the relocation procedures
• Duration: Temporary
• Salary: we offer a competitive salary commensurate with the qualifications and experience of the candidate and according to the cost of living in Barcelona
• Starting date: November 2018
Applications Procedure

All applications must include:

- A motivation letter with a statement of interest, including two contacts for further references - COMPULSORY - Applications without this document will not be considered
- A full CV including contact details

Deadline

The vacancy will remain open until suitable candidate has been hired. Applications will be regularly reviewed and potential candidates will be contacted.

Diversity and Equal Opportunity Employment

BSC-CNS is an equal opportunity employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability or any other basis protected by applicable state or local law.

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