313_22_DIRASA

Job Reference

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Position

Administrative Support Assistant

Data de tancament

Dilluns, 31 Octubre, 2022
Reference: 313_22_DIRASA
Job title: Administrative Support Assistant

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 770 staff from 55 countries.

Look at the BSC experience:
BSC-CNS YouTube Channel
Let's stay connected with BSC Folks!

Context And Mission

The mission of this role is to assume the duty of clerical and administrative support in order to optimize workflow procedures in the Director’s Office.

Key Duties

- Director’s travel management
- Assist to other members of the Director’s office (Areas responsible) in travel management, and agenda coordination
- Management of travel expenses notes with the Finance Department
- Receiving and screening phone calls and redirecting them when appropriate
- Reception to visitors and guests
- Maintaining the director’s agenda and assist in planning appointments, meetings, conferences etc.
- Organization and management of events and visits to BSC

Requirements

- **Education**
  - Administrative Studies or equivalent (Professional Administrative/ Secretary Training 2nd Grade)

- **Essential Knowledge and Professional Experience**
  - A minimum of 3 years of experience in a similar position
  - Proven work experience as a secretary or administrative assistant
  - Knowledge of IT tools (Office Suite): Word, Excel, PowerPoint and Outlook
  - Knowledge of technical environment/scientist related to the center will be considered

- **Additional Knowledge and Professional Experience**
  - Bilingual in Spanish and Catalan and a high level of English are mandatory

- **Competences**
  - Excellent written and verbal communication skills
  - High attention to details
  - Excellent organization and planning skills
  - Sociable and communicative

Conditions

- The position will be located at BSC within the Directors' Office
- We offer a full-time contract, a good working environment, a highly stimulating environment with state-of-the-art infrastructure, flexible working hours, extensive training plan, tickets restaurant, private health insurance, fully support to the relocation procedures
- Duration: Open-ended contract due to technical and scientific activities linked to the project and budget duration
- 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: asap

Applications procedure and process

All applications must include:

- A Cover Letter with a statement of interest in English, including two contacts for further references - Applications without this document will not be considered
- A full CV in English 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.

OTM-R principles for selection processes

BSC-CNS is committed to the principles of the Code of Conduct for the Recruitment of Researchers of the European Commission and the Open, Transparent and Merit-based Recruitment principles (OTM-R). This is applied for any potential candidate in all our processes, for example by creating gender-balanced recruitment panels and recognizing career breaks etc.

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.

For more information follow this link
Barcelona Supercomputing Center - Centro Nacional de Supercomputación