334_19_CS_GCS_Assistant

Job Reference

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Position

MEEP Project Assistant

Data de tancament

Divendres, 31 Gener, 2020
Reference: 334_19_CS_GCS_Assistant
Job title: MEEP Project 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 650 staff from 49 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 give direct attention to the MEEP and E-LOCA Projects researchers and facilitate the logistic issues of the projects researchers and developers. Reporting directly to the project managers, the position will be highly close and in coordination with the central administration department. This is a NEW project to build the software infrastructure and toolchain for an FPGA-based emulator for an energy-efficient Exascale system.

Key Duties

- Management of group leaders schedule/agenda
Administrative support on the group activities
Management and coordination of the group leaders travels. Subsequent preparation of the liquidations of payments with the Finance Department.
Document drafting and reports of all types, some of them with a high level of confidentiality content.
Working in coordination tasks, document drafting, etc.
Prepare and organize group meetings and events
General support to group leaders.

Requirements

Education
- Administrative Studies or equivalent (Professional Administrative/ Secretary Training 2nd Grade 2).
- It will be valued positively a complementary course on related fields.

Essential Knowledge and Professional Experience
- 2-5 years of office secretarial experience
- Advanced level knowledge of Microsoft Office (PowerPoint, Excel, Outlook etc.)
- Specific knowledge of development and management of research centers will be highly valued
- Experience coordinating meetings and organising events
- Experience reporting to managers and directors synthetized key information from various topics

Competences
- Fluency in spoken and written English and Spanish, while fluency in other European languages will be also valued
- High level of responsibility and discretion
- Ability to organize and coordinate tasks
- Ability to communicate effectively with messages aimed at multidisciplinary teams
- Ability to solve issues which can improve the related process
- Ability to take initiative and to work independently as well as in a team
- Flexibility to adapt to variable workloads and changing priorities

Conditions

- The position will be located at BSC within the Computer Sciences Department
- 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: Temporary - 3 years renewable
- 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: January 2, 2020
Applications Procedure

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.

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.

This position is reserved for candidates who meet the requirements and have the legal status of disabled persons with a degree of disability equal to or greater than 33%. In case there are no applicants with disabilities that meet the requirements, the rest of the candidates without declared disability will be evaluated.

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