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Ref. 2024/81

Area: Management

Head of the Area: Jaume Marfà Sánchez

Group: HR

Head of Group: Francesc Torregrosa Mora

Position: Recepcionist with minimum 33% of disability.

We are looking for a candidate to join ETSEIB IREC offices as **Recepcionist**. IREC offers to fill the job for the duration of at least 1 year to provide expertise in reception, and administrative support to the rest of the areas and employees in many aspects. This will include telephone service, access control and identification, purchasings, file sorting, receiving packages among others. This position will report directly to the Head of the Group.

The candidate must have at least some experience as a Recepcionist and a 33% minimum of disability and also knowledge with Office Tools. Fluent English, Catalan and Spanish is mandatory.

Requirements:

Essential:

- 33% of minimum disability certificate
- F.P Administrative or related.
- High proficiency in MS Office tools
- High proficiency in English, Catalan and Spanish language
- At least, one or two years of experience in a similar position

Advantageous:

- Experience at research or technology centers
- Proven experience in the energy sector

Personal Skills:

- Self-motivated and open-minded
- Good communication skills
- Team Worker and result-oriented person

What We Offer:

Salaries will be paid in accordance with the IREC's salary policy, depending on the candidate's qualification and professional experience.

Temporary Contract, with possible future continuity.

Send applications by email directly to ftorregrosa@irec.cat and irecjobs@irec.cat indicate **Recepcionist** (Ref. 2024/81) in the subject including:

- A motivation letter with reasons for applying, relevant experience, qualifications and value proposition related to the vacancy
- Curriculum vitae with personal, academic and professional data.