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Deadline for application: 5/09/2024

Ref. 24/082

Project: TrasnHEner 2.0

Area: Management and finance area

Group: 890 – Unitat de Gestió

Group leader: Vanessa Vall Baboim

IP: Marta Fonrodona

Project Administrative Technician - TransHEner2.0

Work description:

IREC is seeking for a Project Administrative Technician to support Project management TransHEner2.0, to join the Research Management Unit.

The technician under the supervision of the head of the Management Unit and the project leaders TransHEner2.0, perform administrative tasks aimed at achieving the objectives set in the aforementioned project. In this sense, its main functions will be:

- Administrative support in all project tasks, especially;
 - o Task 2.2 of the project – IREC internal training activities and Project management support.
 - o Task T4.1 of the project – Project Management of Horizon Europe Projects.
 - o Financial reporting of TransHEner2.0 project
 - o Under the supervision of the heads of the Unit, participation and support in different tasks of the Management Unit directly related and oriented to the achievement of the objectives of TransHEner2.0 project.

Qualifications and experience required:

Essential:

- University degree) or professional training higher administrative degree (or similar)
- Minimum 2 years of experience in administrative tasks.
- High proficiency in MS Office tools (Excel, Word, PowerPoint).
- Fluent in Catalan, Spanish and English.

Preferred:

- Knowledge related to the management of research projects.
- Experience of participation in audit processes.
- Experience in similar functions in research or technological centers.
- Knowledge of SAP.

Other important skills:

- Team Worker
- Flexibility
- Results-oriented
- Analytical and synthesis capabilities
- Good skills for producing high quality project deliverables.
- Good communication skills.

What we offer:

Full-time temporary contract. Salaries will be paid in accordance with the IREC's salary policy, depending on the candidate's qualification and professional.

Applicants must submit the Curriculum Vitae and the Motivation Letter by e-mail to vbaboim@irec.cat, reference "Project Administrative Technician" before 05/09/2024