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Code:

Project: TransHEner

Area: Management and Finance Director

Area leader: Jaume Marfà sánchez

Group: Planning and Control

Group leader: Vanessa Vall Baboim

Project Administrative Technician - TransHEner

Work description:

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

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

- Administrative support in all project tasks, especially;
 - o Task 3.2 of the project – IREC internal training activities and Project management support.
 - o Task T4.2 of the project – Project Management of Horizon Europe Projects.
 - o Financial reporting of TransHEner project
 - o Under the supervision of the heads of the Unit, participation and support in different tasks of the Management Unit directly linked to the achievement of the objectives of TransHEner project.

Essential:

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

Preferred:

- 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 (ending December 2022). 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 April 11th 2021.