

ADMINISTRATIVE ASSISTANT

Basque Center for Macromolecular Design and Engineering-POLYMAT Fundazioa, is a research Center based in Donostia-San Sebastian associated to the University of the Basque Country. It is devoted to use-inspired fundamental research on synthesis, assembly and processing of polymers.

Working closely with the Center Director and the General Manager, the Administrative Assistant will fully support them carrying out secretarial and administrative tasks.

Key Tasks & Responsibilities

- Receives and distributes incoming telephone calls, mails, faxes and post.
- Prepares documentation, power point slides, for meetings.
- Receives, monitors and classifies all invoices.
- Keeps accounting records.
- Organizes logistics, arranges agendas of regular meetings, seminars, congresses, etc including travel and accommodation.
- Updates the Web page of POLYMAT.
- Assists PhD students and Post-Docs, regarding accommodation and documentation related to their stays in the country.
- Attends visitors, providing requested information and documentation.
- Performs filing and custody of documents.
- Ad hoc administrative duties and specific project support as required.

Knowledge, Skills & Abilities

- Secretarial/Administrative and Accounting Education.
- Excellent written and oral English, Spanish and Basque communication skills.
- Excellent word processing and Excel skills, including knowledge of a range of management-accounting software packages.
- Extremely organised and able to prioritise workload, complying with strict deadlines.
- Flexibility and adaptability to perform a range of different tasks.
- Excellent interpersonal skills.

We offer an excellent opportunity for professional development, one year contract and a competitive salary in accordance with the level and responsibility of the position.

Applications should be addressed to the General Manager, Idoia Azaldegui and sent via email to info@polymat.eu before the 26th of October 2018 (applications will be considered upon arrival).

POLYMAT has obtained the 'HR Excellence in Research award'. The award reflects our commitment to continuously improve our human resource policies in line with the European Charter for Researchers, the Code of Conduct for the Recruitment and our commitment to achieve fair and transparent recruitment and appraisal procedures.