

POLYMAT

Basque Center for

MACROMOLECULAR DESIGN and ENGINEERING

www.polymat.eu

ADMINISTRATIVE ASSISTANT

Basque Center for Macomolecular 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 administrative tasks, her/his work will focus in particular on assisting with administrative tasks with an international focus.

Key Tasks & Responsibilities

- Assists International PhD students and Post-Docs, regarding accommodation and documentation related to their stays in the country.
- Prepares payments.
- Receives, monitors and classifies invoices.
- Keeps accounting records.
- Organizes logistics, arranges agendas of regular meetings, seminars, congresses, etc including travel and accommodation.
- 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

- Administrative and International Commerce Education.
- Excellent written and oral English communication skills.
- Work experience within International organisations.
- Commercial experience is an added value.
- Knowledge about scientific organisations.
- Excellent word processing and Excel skills, including knowledge of a range of management-accounting software packages.
- Organised and able to prioritise workload, complying with strict deadlines.
- Flexibility and adaptability to perform a range of different tasks.
- Excellent interpersonal skills.

Resumes can be sent to the following e-mail address: info@polymat.eu until April 27th 2018.

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