

	<b>Human resources</b>	
<b>Job offer 2018/01</b>	rrhh@glycardial.com	93 556 58 85

### **About us**

GlyCardial Diagnostics is a recently incorporated spin-off company of the Catalan Institute of Cardiovascular Sciences (ICCC) and the Spanish National Research Council (CSIC) focused on the development of a novel in vitro diagnostic test for the early diagnosis of cardiac ischemia and the prediction of patient's evolution after an ischemic event.

We are a small company willing to incorporate enthusiastic professionals that aim to be part of a disruptive project from the very beginning and to develop together with the company.

### **Job offer description**

Administrative officer

### **Academic training and job requirements**

- Training education degree (*ciclo formativo*) in finance and administration obtained within the last 5 years
- Computer skills: Office, Photoshop, database management
- High English level (demonstrable)
- At least 3 years of demonstrable experience
- Previous experience in biomedical start-up companies (preferable)
- High level of commitment and working capacity
- Methodical and organised
- High planning and scheduling skills
- High communication and team working skills
- Highly motivated and proactive

### **Key Duties**

- Providing administrative support to the company
- Organizing files
- Drafting documents and correspondence
- Providing telephone support
- Opening and distributing mail
- Scheduling
- Ordering office supplies
- Communicating with vendors
- Preparing reports
- Proofreading
- Transcribing

### **The offer**

- Estimated annual gross salary: We offer a competitive salary commensurate with the qualifications and experience of the candidate
- Target start date: March 2018

### **Application procedure**

All applications must be sent by email to the following address [rrhh@glycardial.com](mailto:rrhh@glycardial.com) with the subject "**Job offer 2018/01**".

Applications must include:

- A motivation letter
- A complete CV including contact details
- Contact details of 2-3 referees

**Application deadline:** Please submit your application by **February 5<sup>th</sup> 2018**