

	Human resources	
Job offer 2019/04	rrhh@glycardial.com	93 403 19 94

About us

GlyCardial Diagnostics is a spin-off company of the IR-Hospital de la Santa Creu i Sant Pau and the Spanish National Research Council (CSIC) focused on the development of a novel in vitro diagnostic device (IVD) for myocardial ischemia. The technology is based on the detection of Apo J-Glyc in blood as a biomarker for the early diagnosis of cardiac ischemia and the prediction of patient's evolution after an ischemic event.

The company was incorporated in September 2017, closed its first funding round of 2.4M€ in October 2017 and has recently received 1.9M€ from the SME Instrument H2020 funding program.

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

Job offer description

We are seeking a self-motivated, enthusiastic and experienced Administrative Assistant to provide general administrative support to the company and to be responsible for EU project financial and administrative reporting.

Academic training and job requirements

Education

- Training education degree (*ciclo formativo*) in finance and administration obtained within the last 5 years

Knowledge

- Computer skills: Office, Photoshop, database management

- High English level (demonstrable)

Experience

- Previous experience in the healthcare sector and specifically in the justification and reporting of European projects

- At least 3 years of demonstrable experience

Competences

- 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

- Be responsible for financial and administrative project reporting for the EU funded and national projects of the company

- Support efficient and effective project timesheet reporting of all relevant staff

- Prepare for, and support, EU and national auditing as required

- Support internal and external communications

- Maintain and update centralised system with project documentation

- Provide general administrative support to the company

- Any other duties as required and relevant to the role and grade

The offer

- Estimated annual gross salary: We offer a competitive salary commensurate with the qualifications and experience of the candidate

- Target start date: June 2019

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Application procedure

All applications must be sent by email to the following address rrhh@glycardial.com with the subject "Job offer 2019/04".

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 **May 10th 2019**