

**Title** : **Personal Assistant for Scientific Direction and Group Leaders**

**Location** : **Barcelona – Campus Clinic**

**Reports to** : **Denisse Naniche + 2 Group leaders**

**Description:**

The Barcelona Institute for Global Health, ISGlobal, is the fruit of an innovative alliance between academic, government, and philanthropic institutions to contribute to the efforts undertaken by the international community to address the challenges in global health.

**What We Are Looking for:**

ISGlobal is seeking an experienced **Personal Assistant** who is interested in taking over and managing activities of the Scientific Direction and different group leaders.

**Key Responsibilities:**

Support in:

- Organization and management of the agenda.
- Keep updated the CV, the personal profile of the WEB as well as the preparation of all those reports or documents of curricular content.
- Manage travel logistics; Transportation accommodation (tickets / tickets), registration for meetings / scientific meetings, justification and reimbursement of expenses, travel reports, remunerations, as well as any other documentation related to them (eg visas, letters of invitation, etc ...).
- Organization of meetings and videoconferences.
- Make purchases of material.
- Edit proceeding, reports and prepare presentations.

**Training and experience:**

Training:

(minimum required) Certificate of Higher Education (HNC).

Office user environment in programs such as Word, Excel, Power-Point.

**Experience:**

Two years in administrative position.

**Skills:**

Commitment: Second the objectives of the organization.

Motivation of Achievement: Strive to improve and obtain a certain criterion of excellence, orient yourself to results

Initiative: Seize opportunities, pursue objectives superior to those requested.

Cooperation Work with others in the achievement of shared objectives.

Communication: Share the information that is available, Encourage frank communication.  
Keep confidentiality

**Language level:**

- English, Spanish and Catalan.

**How to apply:**

Applicants must fill in the [request form](#) and attach the CV and a cover letter, including the following reference: “**PA\_ Scientific Direction \_Feb20**”. Each document must include the candidate name and surname. The receipt of applications will be open until **March, 6th 2020**.

**Applications will be accepted until 17.00 CET of the closing date.**

**Only shortlisted candidates will be contacted.**

In ISGlobal we are committed to maintaining and developing a work environment in which the values and principles of our organization are respected and equal opportunities between

women and men be promoted in each of the areas in which we operate, not tolerating discrimination based on criteria such as age, sex, marital status, race, ethnicity, disabilities, political leanings, religion or sexual orientation.