

## Job title: Administrative Research Assistant in NeuroPhar lab

### Job description

The **responsibilities** of the post will be the following:

- Support to the administrative and technical management of research grants, under the supervision of the PI.
- Support to the daily activities of the group (incl. purchase of reagents, materials & equipment), under the supervision of the PI and the Research Manager.
- Support to dissemination of the project's results (congresses, scientific activities and publications), under the supervision of the PI and the Research Manager.
- Support to the organization and management of meetings and seminars.
- Support to the group databases updating (web page).

### Information on the minimum requirements

Languages: A high level of **English**, written and spoken, is essential.

Computer skills: High level of **Office package** (including **powerpoint**).

Experience: Previous experience in a similar post will be taken into account.

Personality: We are looking for a dynamic and decisive person, with capacity for planning and organization and used to work in teams.

Knowledge and/or experience of pertinent data bases will be an asset.

### Benefits of the opening:

Contract as "Research Support Staff (UPF)" according to regulations in force. Estimated annual gross salary: Between 22.500-27.500 €, depending on the candidate's profile. Timetable: between 9:00 and 18:00 h. Place of work: Laboratory of Neuropharmacology-NeuroPhar Department of Experimental & Health Sciences Universitat Pompeu Fabra Barcelona Biomedical Research Park (PRBB) c/ Dr. Aiguader, 88, 08003 Barcelona. Start date: 1<sup>st</sup> september 2021 (to be negotiated).

### Information on the application process:

The interested candidates must send their CV to the address: [info.neurophar@upf.edu](mailto:info.neurophar@upf.edu), showing the reference **RESEARCH SUPPORT NEUROPHAR**. All dossiers will be handled with confidentiality. The University Pompeu Fabra is an equal-opportunity employer.

**Deadline to submit applications: 26/7/2021.**

**Contact:** [info.neurophar@upf.edu](mailto:info.neurophar@upf.edu)