

Date of publication of the job offer: 16/1/2020
Job title: Assistant of research activities in neuropharmacology
Job description The responsibilities of the post will be the following: <ul style="list-style-type: none">- 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 organisation and management of meetings and seminars.- Support to the group databases updating (web page).
Project and Institution that finance the contract This contract will be funded by the Spanish MINECO Official number reference: SAF2017--84060-R (FEDER)
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 st February 2020 (to be negotiated).
Information on the application process: The interested candidates must send their CV to the address: 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: 31/1/2020. Contact: info.neurophar@upf.edu