



Company Description

Achucarro Basque Center for Neuroscience (ACHUCARRO), a research centre currently established in Leioa (Science Park of the UPV/EHU) is willing to recruit a dynamic professional to join the Management Area of the centre. The selected candidate will join a rising organisation devoted to scientific research in neuroscience, to support the administration and management of projects, for a period of 8 months approximately (maternity leave). ACHUCARRO is committed to supporting, developing and promoting diversity and equality in all of its employment practices and activities and aims to establish an inclusive culture free from discrimination and based on the values of fairness, dignity and respect. ACHUCARRO commits to support and develop personal and professional career development opportunities and employment on an equal basis regardless of race, national or ethnic origin, disability, age, gender, sexual orientation, transgender identity or religion/belief. More details about the positions will be given during the selection process.

Information

 **Deadline:** 2020-01-08
 **Category:** Business
 **Province:** Bizkaia

 **Country:** Basque Country
 **City:** Leioa

Company

Achucarro Basque Center for Neuroscience



Main functions, requisites & benefits

Main functions

- Orientation on tasks · Monitoring on-going projects and follow the financial progress of all the research projects (Review invoices, expenditure statements and manage requests for advance and reimbursement.).
- Assist in launching, managing and monitoring calls for proposals of the different financing programs.
 - Preparation of technical and economic justifications for regional and national projects.
 - Resolution of requirements.
 - Communicate with researchers and representatives of funding public and private bodies.
 - Support to projects' management operations.
 - Prepare, supervise and manage documentation.

Requisites

Fluency in English is an asset and other languages will be positively evaluated. Previous experience on similar positions; experience in R&D organisations; experience and/or training in advanced management models and/or project management; proficient office software use, are all desirable.

