

Company Description

Basque Center for Macromolecular Design and Engineering-POLYMAT Fundazioa, is a research Center based in Donostia-San Sebastian associated to the University of the Basque Country. It is devoted to use-inspired fundamental research on synthesis, assembly and processing of polymers.

Information

📅 Deadline: 2022-05-18
🏢 Category: Business
📍 Province: Gipuzkoa

🌐 Country: Basque Country
🏙️ City: Donostia - San Sebastián

Company

Polymat



Main functions, requisites & benefits

Main functions

Key Tasks & Responsibilities Assists International PhD students and Post-Docs, regarding accommodation and documentation related to their stays in the country. Attends visitors, providing requested information and documentation Performs filing and custody of documents. Receives and distributes incoming telephone calls, mails and post. Updates the web page of POLYMAT. Multi-task administrative duties and specific project support as required, giving general support to the Administration Team (Human Resources, Project Management and Accounts department).

Requisites

Knowledge, Skills & Abilities Secretarial/Administrative and Accounting Education. Minimum of 3 years experience. Excellent written and oral English and Spanish communication skills. Knowledge of Basque language is an added value. Knowledge and working experience with an ERP (Enterprise Resource Planning) is a plus. Excellent Word processing and Excel skills, including knowledge of a range of management-accounting software packages. Extremely organised and able to prioritise workload, complying with strict deadlines. Flexibility and adaptability to perform a range of different tasks. Excellent interpersonal skills.

