

Company Description

Achucarro Basque Center for Neuroscience (ACHUCARRO) is a Basque Excellence Research Center working in the field of neurobiology. Our organisation is growing and developing, and is willing to incorporate a project manager to our Projects Office. ACHUCARRO is committed to supporting, developing, and promoting diversity and equality in all 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.

Information

 Deadline: 2022-09-30  Country: Basque Country
 Category: Business  City: Leioa
 Province: Bizkaia

Company

Achucarro Basque Center for Neuroscience



Main functions, requisites & benefits

Main functions

We are looking for a person able to work independently (once initially trained), accurately and precisely and to tough deadlines. He/she needs to have good communication, interpersonal and organisation skills, and the ability to work as part of a multicultural environment. Fluency in English is mandatory 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. 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. Communicate with researchers and representatives of funding public and private bodies. Resolution of requirements. Support to projects' management operations. Prepare, supervise, and manage documentation

Requisites

University graduate or postgraduate degree. Two years of professional experience in similar positions. Fluency in written and spoken English.

Benefits

Full time, Indefinite contract. Foreseen salary level: 1.800-2.000 euros per month (gross)

