

Seville, 10th March 2022

Office Processes Manager for ICT-Core & FEDERTECH Administrative Assistant

Vacancy – Terms of reference

A. Job description

JOB TITLE: Office Processes Manager for ICT-Core & FEDERTECH Administrative Assistant - OPMICFAA-

LOCATION: LifeWatch ERIC ICT-Core premises in Andalusia (Spain)

POSITION: Full-time

FUNDING RESOURCES: LifeWatch ERIC ICT-Core in Spain - Andalusia ERDF Projects Framework 2014 - 2020 (POPE)

B. Main responsibilities

I. S/he will work under the supervision of, and directly report to, the Head of ICT-Core and FEDERTECH Offices.

II. In general terms, s/he will provide administrative support as needed for LifeWatch ERIC ICT-Core and FEDERTECH office staff.

B.I. Office Processes Manager

III. S/he will follow up the carrying out of LifeWatch ERIC ICT-Core Office activities, and will support the entire staff in fulfilling their administrative procedures milestones and deadlines according to the plans and timelines established.

B.II. FEDERTECH Administrative Assistant

IV. S/he will manage and coordinate the document repository system workflow associated to the FEDERTECH offices management procedure.

V. S/he will support the elaboration of expenses reimbursement requests.

VI. S/he will in support the verification of the execution monitoring reports, in particular the upgrading of the associated Information Systems.

C. The ideal candidate should meet the following requirements:

1. Diploma in Business Studies;
2. At least 15 years of accredited professional experience as an administrative assistant for construction projects, including execution monitoring reports;
3. Accredited experience in bank reconciliation processes;
4. Accredited experience in expenses reimbursement requests;
5. Accredited experience in administrative management procedures for contracts, tenders, and their document archiving processes according to Spanish Regulations;
6. Proven organisation and communicative skills, proactivity, capacity of working in teams and under tight deadlines.
7. Be available to travel abroad according to the specific working needs of this position;
8. High-standard work ethic.

ASSETS

- Proven experience on supervision of construction works on-site according to Spanish Regulations;
- Advanced knowledge of MS Office (Word, Excel, Power Point);
- Advanced knowledge of Construction Management Information Systems, in particular: Presto, Synergy and Argos2;

D. The vacancy is subject to the following procedure

- A short covering letter and Curriculum Vitae¹ (EUROPASS format and annexes, 3 pages at the most) shall be submitted to the Chief Technology Officer-Director ICT-Core -cto@lifewatch.eu- and in cc to ictoffice@lifewatch.eu, by 25th March 2022. Please write **"Office Processes Manager for ICT-Core & FEDERTECH Administrative Assistant -OPMICFAA-**" in the mail subject;
- The selection process will follow the Employment Policy of LW ERIC;
- S/he will be appointed for an 18-month period, yearly renewable. A competitive gross salary, based on the qualifications and experience of the candidate, will be offered. Employment will be in Spain, follow Spanish employment law and be subjected to a 180-day trial (probation) period;
- This position is a full-time job. Her/his main office will be located at the LifeWatch ERIC ICT-Core/FEDERTECH premises in Seville (Spain), without prejudice of the establishment of others in the future;
- Start date in office for the appointed person: **April 2022.**

¹ *Special note for Italian market: According to Italian Privacy Protection Law n. 196/03 any resume not mentioning explicitly the following wording: 'I authorise the use of my personal data in accordance with Italian Privacy Protection Law (30/06/2003, n. 196/03)' will be automatically deleted from our database and consequently not taken into consideration.*