

Administration Assistant

Vacancy – Terms of reference

Job description

PURPOSE: The Administration Assistant will carry out the task of the development activities related to the administrative management of the documentation generated by the audit, purchasing, and procurement processes in the LifeWatch ICT Core.

JOB TITLE: Administration Assistant

LOCATION: ICT-Core premises in Seville, Spain

POSITION: Full-Time

FUNDING RESOURCES: LifeWatch ERIC, ICT-Core in Spain - Andalusia ERDF Projects Framework 2014 - 2020 (POPE); Horizon Europe Projects.

Main responsibilities

- S/he will work under the supervision of, and directly report to Administration Manager.;
- S/he will occupy a position that mostly requires administrative skills in the above-mentioned activities: Audit, purchasing, and procurement. In particular: The gathering, classification, and assignment of the corresponding documentation (invoices, allowance, etc), as well as the uploading and further management in the associated ERP systems (LwOS, Business Central), according to the workflow of the working methodology defined by the FEDERTECH-ICT Core Financial and Administrative Unit.

The ideal candidate should meet the following requirements

- 2 years of experience in similar positions;
- Professional training in administration and finance;
- Experience in international organisations;
- Upper-Intermediate (B2 level) in written and spoken English (LifeWatch ERIC's Official language); and Spanish (ICT-Core premises hosted by Spain). Knowledge of other European languages will be taken into consideration;
- Proven organisation and communication skills, proactivity, capacity of working in teams and under tight deadlines, in international environments, and in multi-language contexts;
- High-standard work ethic;
- IT skills: MS Office Packet and ERPs.

The vacancy is subject to the following procedure

- A short covering letter and Curriculum Vitae¹ (EUROPASS format and annexes, 4 pages at the most) shall be written in English and addressed by 20 July 2023. Please use the form available at this link: <https://zfrmz.eu/Yj1Yo3QexQj4H9MAMr58> by
- The selection process will follow the Employment Policy of LifeWatch ERIC;

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.

- Only shortlisted candidates will be re-contacted. Selected candidates may be called for an interview. Interviews will take place from 20 July 2023 to 27 July 2023;
- She/he will be working **full time**. A **competitive gross salary**, between 25.000,00 and 30.000,00 € based on the qualifications and experience of the candidate, will be offered. Employment will be in Spain, follow Spanish employment law and subject to a **180-day trial (probation) period**;
- Her/his main office will be located at the ICT-Core premises in Seville, Spain, without prejudice to the establishment of others in the future;
- Start date in office for the Administration Assistant: end of July or beginning of August.

LifeWatch ERIC is an equal opportunity employer, and encourages all qualified candidates to apply, regardless of race, gender, age, national origin, or sexual orientation.