

435_24_LS_BCU_Assistant

Job Reference

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Position

Administrative Assistant - Life Sciences Department

Data de tancament

Dilluns, 16 Setembre, 2024

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Job title: Administrative Assistant - Life Sciences Department

About BSC

The Barcelona Supercomputing Center - Centro Nacional de Supercomputación (BSC-CNS) is the leading supercomputing center in Spain. It houses MareNostrum, one of the most powerful supercomputers in Europe, was a founding and hosting member of the former European HPC infrastructure PRACE (Partnership for Advanced Computing in Europe), and is now hosting entity for EuroHPC JU, the Joint Undertaking that leads large-scale investments and HPC provision in Europe. The mission of BSC is to research, develop and manage information technologies in order to facilitate scientific progress. BSC combines HPC service provision and R&D into both computer and computational science (life, earth and engineering sciences) under one roof, and currently has over 1000 staff from 60 countries.

Look at the BSC experience:

[BSC-CNS YouTube Channel](#)

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We are particularly interested for this role in the strengths and lived experiences of women and underrepresented groups to help us avoid perpetuating biases and oversights in science and IT research. In instances of equal merit, the incorporation of the under-represented sex will be favoured.

We promote Equity, Diversity and Inclusion, fostering an environment where each and every one of us is appreciated for who we are, regardless of our differences.

If you consider that you do not meet all the requirements, we encourage you to continue applying for the job offer. We value diversity of experiences and skills, and you could bring unique perspectives to our team.

Context And Mission

The Life Sciences Department is composed of 6 research groups and 7 technical units covering the main areas of Computational Biology and bioinformatics, including genome analysis and annotation structural bioinformatics, network biology and text mining. Overall, the department has as a common goal the technical, computational and scientific challenges in the field of Personalised Medicine.

The mission of this role is in the framework of the recent growth of the Department and will give assistance to the Group Leaders and staff, as well as facilitate the logistic issues of the researchers. The selected candidate will work within the Life Sciences Department but will also work in coordination with the central administration department.

Additionally, the selected candidate will provide support to the organisation of activities within the AINA project and the Language Technologies group. The Language Technologies Unit at BSC has consolidated experience in several NLP areas, such as massive language model building, biomedical text mining, machine translation and unsupervised learning for under-resourced languages and domains. It has been entrusted by the Spanish and the Catalan governments to develop fundamental open-source resources and technologies for Spanish and Catalan. In connection with this, the LT Unit is currently in charge of two flagship projects at the national and regional level: the Spanish National Language Technology Plan, funded by the Spanish Secretariat of Digitalisation and Artificial Intelligence, and the AINA project, aimed at developing AI resources for Catalan, funded by the Catalan Digitalisation Department. In addition, the Unit participates in various EU-funded international projects.

Key Duties

- Coordination and interaction with other functional units of the Center and administration to ensure effective communication.
- Support and follow-up of recruitment and onboarding processes.
- Agenda management of the Language Technologies unit.
- Establish new procedures and improve those in place for the smooth administrative running of the Life Sciences department.
- Oversee daily office tasks and organise the Language Technologies unit team leaders travels and events.
- Coordination with other units at BSC to organise technical dissemination and user-engagement activities in the Language Technologies unit, as well as maintaining its online presence.
- Support with follow-up of public tenders and agreements, in coordination with other units at BSC.

Requirements

- Education
 - Degree level or equivalent professional experience. Linguistics sectors are a plus.
 - Or, Higher Vocational Training (FPII)
- Essential Knowledge and Professional Experience
 - Minimum 2 to 5 year's experience in a similar position.
 - Knowledge of IT tools: Office Suite, SAP.
- Additional Knowledge and Professional Experience

- Excellent written and verbal communication skills in English and Spanish. Catalan will be a plus.
- Familiar with academic environments and their specific needs in terms of administrative support.
- Competences
 - Candidates must be proactive, self-motivated individuals.
 - Ability to take the initiative, prioritise tasks and work under set deadlines.
 - Ability to work both independently and within a team.
 - High level of responsibility and discretion.
 - Ability to organise and coordinate tasks.

Conditions

- The position will be located at BSC within the Life Sciences Department
- We offer a full-time contract (37.5h/week), a good working environment, a highly stimulating environment with state-of-the-art infrastructure, flexible working hours, extensive training plan, restaurant tickets, private health insurance, support to the relocation procedures
- Duration: Open-ended contract due to technical and scientific activities linked to the project and budget duration
- Holidays: 23 paid vacation days plus 24th and 31st of December per our collective agreement
- Salary: we offer a competitive salary commensurate with the qualifications and experience of the candidate and according to the cost of living in Barcelona
- Starting date: asap

Applications procedure and process

All applications must be made through BSC website and contain:

- A full CV in English including contact details
 - A Cover Letter with a statement of interest in English, including two contacts for further references - Applications without this document will not be considered
- In accordance with the OTM-R principles, a gender-balanced recruitment panel is formed for every vacancy at the beginning of the process. After reviewing the content of the applications, the panel will start the interviews, with at least one technical and one administrative interview. A profile questionnaire as well as a technical exercise may be required during the process. The panel will make a final decision and all candidates who had contacts with them will receive a feedback with details on the acceptance or rejection of their profile. At BSC we are seeking continuous improvement in our recruitment processes, for any suggestions or feedback/complaints about our Recruitment Processes, please contact recruitment [at] bsc [dot] es [dot] For more information follow [this link](#)

Deadline

The vacancy will remain open until a suitable candidate has been hired. Applications will be regularly reviewed and potential candidates will be contacted.

OTM-R principles for selection processes

BSC-CNS is committed to the principles of the Code of Conduct for the Recruitment of Researchers of the European Commission and the Open, Transparent and Merit-based Recruitment principles (OTM-R). This is applied for any potential candidate in all our processes, for example by creating gender-balanced recruitment panels and recognizing career breaks etc.

BSC-CNS is an equal opportunity employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability or any other basis protected by applicable state or local law.

For more information follow [this link](#)

Barcelona Supercomputing Center - Centro Nacional de Supercomputación

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