

## [318\\_24\\_OP\\_GO\\_OPASS](#)

### Job Reference

318\_24\_OP\_GO\_OPASS

### Position

Operations Assistant

### Fecha de cierre

Martes, 31 Diciembre, 2024

**Reference:** 318\_24\_OP\_GO\_OPASS

**Job title:** Operations Assistant

### 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](#)

[Let's stay connected with BSC Folks!](#)

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

Barcelona Supercomputing Center is looking for a candidate to support and give direct attention to the Operations Director.

## Key Duties

- Management of the Operations Director's mail, and coordination of corresponding actions
- Management of Operations Director's schedule
- Management and coordination of the assigned Director's travels and the heads of the group of the Operations department. Subsequent preparation of the liquidations of payments with the Finance Department
- Document drafting and reports of all types, some of them with a high level of confidentiality content
- Assistance and preparation of press communication and dissemination activities where the Director is involved
- Support to the Director's Office, including attention to visitors and guests of the Director's office
- Management of office supplies for the Operations Department
- Prepare and organize institutional meetings in BSC, including supporting ceremonial performances in general
- Support the international and national activities of the Operations Director
- Monitoring and surveillance of the evolution of ongoing issues
- Coordination and interaction with other functional units of the centre

## Requirements

- Education
  - Professional Administrative/ Secretary Training 2nd Grade 2
  - University degrees related to the position competencies will also be evaluated.
- Essential Knowledge and Professional Experience
  - Minimum 3 years experience in a similar or overall secretarial position (please do not apply administrative generic profile).
  - Specific studies in Executive Assistance.
  - High quality of expression and comprehension (oral and written) language: English, Spanish and Catalan
  - Knowledge of IT tools Word, Excel, Powerpoint and Thunderbird.
- Additional Knowledge and Professional Experience
  - Knowledge of the technical environment/scientist related to the department will be considered.
- Competences
  - High level of responsibility and discretion
  - Ability to organize and coordinate tasks
  - Ability to work under pressure and uncertainty
  - Sociable and communicative
  - Flexibility and availability time
  - Proactively and initiative.

## Conditions

- The position will be located at BSC within the Operations 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 include:

- A full CV in English including contact details

## 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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