

Administrative Assistant

Vacancy – Terms of reference

Job description

PURPOSE: Support LifeWatch ERIC Service Centre administrative management and accounting procedures

JOB TITLE: Administrative Assistant

LOCATION: Service Centre premises in LECCE, Italy (On-Site)

POSITION: Full-Time, 12 months, possibility of renewal

FUNDING RESOURCES: LifeWatch ERIC Strategic Working Plan and European Projects.

Main responsibilities

- S/he will work under the supervision of the Service Centre Administrative Officer and the Statutory Seat Finance Officer;
- S/he will support the daily operations of the administrative department of the Service Centre, including the implementation and maintenance of procedures and administrative systems;
- S/he will support the creation and submission of periodic reconciliations of the Service Centre accounting records and annual financial audits;
- S/he will manage reservations of transports and accommodation for personnel's missions;

- S/he will assist in keeping personnel records up to date, preparing salary slips and timesheets;
- S/he will liaise with suppliers, taking care of purchase orders following LifeWatch ERIC procedures;
- S/he will be responsible of office management, inventories, correspondence, and she will be dealing with external queries.

The ideal candidate should meet the following requirements

- Bachelor degree in economics, business and management, or equivalent;
- Accredited professional experience in a similar position;
- Knowledge of financial reporting and budgeting, in particular in the framework of European Projects;
- Experience in completing annual audits is a plus;
- Command of MS Office package (with a strong emphasis on MS Excel) and of web platforms dedicated to financial and administrative purposes;
- Fluency in written and spoken English. Knowledge of other European languages (in particular Italian) is desirable;
- Proven organisational and communicative skills, ability to work in teams and under tight deadlines, in international and multilingual environments, ability to work independently and accurately;
- Experience in supporting senior staff members in a scientific context is highly desirable.

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 to the **Administrative Officer** by **2 June 2024**. Please use the form available at this link: <https://zfrmz.eu/yBvGKNC3ARBRKJxzoYK4;>
- The selection process will follow the Employment Policy of LifeWatch ERIC;
- Only shortlisted candidates will be re-contacted. Selected candidates may be called for an interview;
- She/he will be appointed for a 12-month period. A competitive gross salary, 30.000,00 - 35.000,00 € based on the qualifications and experience of the candidate, will be offered. Employment will be in Italy, follow Italian employment law;
- This position is Full-Time. Her/his main office will be located at the Service Centre premises in LECCE, Italy, without prejudice to the establishment of others in the future;
- Start date in office for the **Administrative Assistant: as soon as possible**.

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

¹ Special note for Italian market: According to Italian/Spanish/ Dutch Privacy Protection Law n. 196/03 / Ley Orgánica 3/2018 / 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) / RGDP and Ley Orgánica 3/2018 / Personal Data Protection Act' will be automatically deleted from our database and consequently not taken into consideration.