

ADMINISTRATIVE

FEATURES

- Support for aid file management and/or management of R&D projects.
- Request documentation and verification of files.
- Filling in aid application forms.
- Economic adaptation of projects.
- Economic justification of projects in collaboration with costumers.
- Preparing files.
- Control and monitor the clients documentation.
- Review and control of documentation from customers.
- Support for the project design of financial aids
- Control deadline files and justifications
- Control concessions
- Continuous information to firm on new aids.

PROFESSIONAL REQUIREMENTS

- Profile administrative (FP2)
- Experience in administration area
- Languages: Spanish, Catalan and English
- Computing: user-advanced of MS-Office package

We will appreciate:

- Experience in applying for public aids.
- Work experience in the private sector in consulting department or agency.
- Ability to work in groups.

PERSONAL REQUIREMENTS

We are looking for a person with great organizational skills and common sense, that could order and to prioritize its work of autonomous and diligent form with:

- Rigor
- Organization
- Initiative
- Optimism
- Communication
- Transparency

CONDITIONS

- Type of contract: unlimited (3 months of testing)
- Office hours:
 - From Monday to Thursday, 08.30am to 13.00pm and from 15.00am to 18.30pm
 - Friday, 08.30 am to 15.00h pm