

<b>Call reference number</b>	(2024-07)
<b>Call name</b>	R&D PROJECT MANAGEMENT ASSISTANT
<b>Application Deadline</b>	2024/06/10

### Introduction and main description

We are seeking an enthusiastic project management assistant to join the Department of Project Management and Technology Transfer at Fundación BCMaterials. The project management assistant will depend on the director of the Project Management and Technology Transfer department and will work closely with the administration officers, the communication manager and the researchers at the center. The position is within the framework of an international and multidisciplinary environment. BCMaterials is an autonomous research centre, included in the BERC's (Basque Excellence Research Centers) network and its mission is to generate knowledge on the new generation of materials, turning this knowledge into (multi)functional solutions and devices for the benefit of society.

### Skills and Requirements

The position requires

- A certificate of higher education or similar in Finances, administration and other related areas.
- A very high level of motivation and independent thinking abilities
- Previous experience in R&D project management at regional/national level.
- Experience in an international environment
- Excellent command of spoken and written English and Spanish.
- Precise, with attention to detail, and well organized.
- Proactive, flexible, and have a problem-solving attitude.
- Strong IT skills (Excel, PowerPoint, online communication tools, website content management systems, etc.)

### Work Program / Duties / Responsibilities

- Assistance with the management of national and regional R&D projects to ensure the success and compliance with national/regional regulations and deadlines.
- Ensuring that reports, deliverables, and milestones are completed in a timely fashion and at high quality.
- Justification of costs using the different portals from Basque Government, Ministry of Science and Technology among others.
- Give support to the researchers during the project life time: presentation phase (search for calls, administrative documentation during the presentation phase), ongoing phase (milestones, deliverables, intermediate economic reports), final phase (final economic report, audits...)

### Application Procedure

Apply by submitting a motivation letter and a CV (in English) using the "Contact" button at the corresponding offer, at the "Join Us" area on BCMaterials' portal (<https://www.bcmaterials.net/join-us>).  
Your name and email address will be required for further contact too.

### Other Relevant Information

We provide a highly stimulating environment with state-of-the-art infrastructures, and unique professional career development opportunities. We offer and promote a diverse and inclusive environment and welcomes applicants regardless of age, disability, gender, nationality, ethnicity, religion, sexual orientation or gender identity.