

## Project Assistant / Assistant de projecte

Ref.181386 - 25/03/2023 - Comarca Barcelonès

### Descripció de l'oferta

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The successful candidate will join the Artificial Intelligence in Medicine Lab. It is a young and dynamic research lab, highly active in international projects, and composed of >20 enthusiastic academics, researchers, students and research managers, with expertise in data science, machine/deep learning, biomedical informatics, biomedical ethics, and health-related applications. The research team has an established track record in coordination and participation in national, European and international projects in biomedical data science...

### Funcions i requisits de la vacant

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A Project Assistant position to assist on the coordination activities of the European research projects, offered at the University. The Project Assistant will generally provide the 'back office' services required for successful project coordination and will support the Project Coordinator and Team Members in the overall coordination and management of the projects.

Tasks performed by the Project Assistant include, but are not limited to:

Track all project related costs

Manage recruitment processes of postdocs, technicians and students for the lab.

Manage purchases, reimbursements and project related travels.

Support the team members in their day-to-day communication, management and administrative activities.

Help organise EU projects related meeting, workshops and other events.

Support the Project Coordinator in the management of the project

Collaborate with the services of the University

### Condicions que ofereix l'empresa

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**Jornada:** Jornada completa

**Horari:** Flexible

**Perspectiva de la feina:** Feina estable

**Previsió d'incorporació:** 15 dies

**Salari:** 32.000-35.000€/brut anuals

### Estudis

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És valorable

Grau amb titulació Administració i Direcció d'Empreses

Cicles Formatius de Grau Superior amb titulació Administració

Graduat/ada amb titulació Comunicació i Relacions Públiques

### Idiomes

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Català - B2 - Avançat (Imprescindible)

Castellà - B2 - Avançat (Imprescindible)

Anglès - B2 - Avançat (Valorable)

### Professions de la feina

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Administratiu/va  
Administrativa/Secretària  
Assistant de recursos humans

Experiència laboral

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És valorable                      Minimum experience is required in administrative tasks.  
  
Nivell d'experiència:    Junior / Auxiliar / Ajudant  
Anys d'experiència:    1 any

Empresa

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Sector:                      Formació / Educació  
Descripció:                Develop and demonstrate the next-generation of data science and artificial intelligence solutions for personalised medicine applications, in several fields such as cardiology, neurology, psychiatry, and oncology.