

The mission of the Catalan Institute of Nanoscience and Nanotechnology (ICN2) is to achieve the highest level of scientific and technological excellence in Nanoscience and Nanotechnology. Its research lines focus on the newly-discovered physical and chemical properties that arise from the behavior of matter at the nanoscale. ICN2 has been awarded with the Severo Ochoa Center of Excellence distinction for three consecutive periods (2014-2018, 2018-2022 and 2023-2026). ICN2 comprises 20 Research Groups, 7 Technical Development and Support Units and Facilities, and 2 Research Platforms, covering different areas of nanoscience and nanotechnology.

Job Title: Group Assistant

Research area or group: Advanced Electronic Materials and Devices

Description of Group/Project:

The Advanced Electronic Materials and Devices (AEMD) group focuses on the material sciences and technology aspects of novel electronic materials, with a strong emphasis on graphene and other 2D materials such as MoS₂. The group also works towards the development of technological applications based on these materials in electronics, bioelectronics, neural interfaces, etc.

The activities cut across different scientific aspects, from the fundamentals (the physics of devices and semiconductors) to materials (growth of graphene and MoS₂ materials by CVD and MOCVD, surface functionalisation, advanced characterisation), through to devices (fabrication technology, nanofabrication) and applications (neural implants and biomedical technologies, flexible electronics, energy harvesting).

Main Tasks and responsibilities:

The successful candidate will provide support and assistance the Group Leader and the administration of the Advanced Electronics Materials and Devices (AEMD) Group of ICN2.

Concretely, the Group Assistant will be mainly involved in:

- Daily assistance to the Group Leader and to the rest of the group. Attend meetings as required by the Group Leader, preparing agendas, and recording minutes, following up actions, prioritising as appropriate. This requires the post-holder to be aware of project priorities and pressures and be sensitive to the management and strategic direction of these activities.
- Complete projects and special assignments by establishing objectives; determine priorities; manage time effectively; cooperate with others; engage in problem-solving and monitor progress.
- Handle sensitive information and maintain confidentiality of all personal and corporate matters.
- Engage with multiple stakeholders, internally and externally, using judgement and discretion.
- Be responsible for managing the agenda proactively, schedule executive appointments and meetings, calendar maintenance for the group, answering/screening/routing telephone calls and preparing expense reports.
- Prepare executive presentations, making travel arrangements, and coordinate the administrative work within the department/division, working with other departments/divisions and companies.

- Oversee the organization of activities in the Group offices as executive visit, team activities, cross country team meetings, specifically with universities to coordinate follow-up of PhDs, and undergraduate students (thesis defence, students follow up, etc)
- Tracking of the activities of the AEMD Group (team members, thesis, publications, group activities, patents, and others)
- Assistance to the team for accessing to scientific facilities, PhD enrolments, holidays request, etc.
- Assistance to the Project Manager for vacancies/positions preparation, collecting documents for open access requests, collecting invoices for project justifications, etc. management of group website, and group social media channel update.
- Usually work in multiple issues/projects.

Requirements:

- **Education:**
Ciclo Formativo de Grado Superior in administration, secretariat
- **Knowledge and Experience:**
2 years equivalent experience working within a similar fast paced environment with proven relevant experience of supporting senior level management.
A proven track record with travel logistics, scheduling, follow up, execution, presentation skills, meeting management, client relationship.
High level in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and social media web platforms.
Process improvement mindset and aptitude to solve complex issues in creative and effective manner.
Experience in research centers will be valued
International experience will be valued.
Experience in WordPress will be valued
- **Competences:**
 - Strong organizational skills and ability to prioritize multiple tasks with a strong attention to detail.
 - Strong interpersonal skills and the ability to build relationships with key stakeholders.
 - High level of confidentiality, integrity and reliability.
 - Fluent Catalan and/or Spanish both spoken and written is mandatory.
 - B2 in English. Fluency in spoken and written English is mandatory.

Summary of conditions:

- Full time work (37,5 h/week)
- Contract Length: Temporary (Contrato en practicas, then extension)
- Location: Bellaterra (Barcelona)
- Salary will depend on qualifications and demonstrated experience.
- Support to the relocation issues.
- Life Insurance.

Estimated Incorporation date: as soon as possible

How to apply:

All applications must be made via the ICN2 website and include the following:

1. A cover letter.
2. A full CV including contact details.
3. 2 Reference letters or referee contacts.

Extended Deadline for applications: 15 February 2023

Applications will be continuously reviewed. Shortlisted candidates will be invited for interview.

Equal opportunities:

ICN2 is an equal opportunity employer committed to diversity and inclusion of people with disabilities. ICN2 is following the procedure for contract of people with disabilities according with article 59 of the Royal Decree 1/2015, of 30 of October.