



Fundación Biofísica Bizkaia  
Biofisika Bizkaia Fundazioa



## FUNDACIÓN BIOFÍSICA BIZKAIA / BIOFISIKA BIZKAIA FUNDAZIOA

### ADMINISTRATIVE JOB OFFER

Publication date: October 9, 2018

Fundación Biofísica Bizkaia (FBB), center of excellence on an international level with the main aim of promoting a multidisciplinary program in the field of Biophysics and its application in the areas of biotechnology and Health, is seeking an Administrative to be part of the Administration Staff of the center.

### Description

The administrative position at the FBB will include the following responsibilities:

- Administrative support for research teams at the Instituto Biofisika.
- Administrative support for the Instituto Biofisika and the FBB.
- Assist the Instituto Biofisika and the FBB in the furtherance of their mission.

The successful candidate will receive an attractive salary in accordance with her/his experience.

### Education and Experience Required

- Bachelor Degree in Economics, Business, Science or Engineering.
- Experience as administrator in the private sector.
- Experience in public administration at Consejo Superior de Investigaciones Cientificas (CSIC)
- English&Spanish: excellent written and verbal communication skills.
- Postgraduate in Management or Diploma in business will be appreciated

**Contact:** Applicants are encouraged to send their CV through the Biofisika website contact page (<http://biofisika.org/contact/>), adding the following subject: [Job Application: Administrative]

### **Deadline: October 31, 2018**

Please note that due to the large number of applicants expected, it will not be possible to communicate the evaluation results to all the candidates.