

## Job Offer

# Project Assistant

### Visual Optics & Biophotonics Lab

#### Summary

The Visual Optics and Biophotonics Lab (Instituto de Óptica, CSIC) searches a project manager in the context of highly competitive EU grants

VioBio Lab is a world leader in optical technologies applied to vision research and ophthalmology, with extraordinary research output and technology transfer (>15 patents, spin-offs, etc..)

Excellent opportunity to develop a career in science management

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 @VioBio\_Lab

## Profile

- Excellent Level of English and Spanish, at a bilingual level
- Hands on experience in managing office tasks
- Pro-active multi-tasking professional with excellent communication skills
- Excellent interpersonal skills with ability to work individually and in a team environment
- Strong analytic and problem solving skills
- Very motivated to work in a highly productive and positive team

## We offer

- Project duration: 1. 5 years, (possibly longer)
- Annual salary starting at ~20 K, commensurate with experience
- Integration in a highly dynamic, competitive group
- Exposure to multiple EU projects and industrial collaborations ongoing in the lab
- Stimulating work environment, highly international and interdisciplinary
- Strong opportunities for learning and career development

## Tasks

- Executive support to Principal Investigator, Project Manager & research group
- Assistance to Human Resources Management
- Purchasing and accounting
- Time management and event organization
- External and Internal communication
- Scientific and technical document editing and management
- Research metric analysis

Please send CV and motivation letter to [viobio@io.cfmac.csic.es](mailto:viobio@io.cfmac.csic.es)

**Deadline: January 30 2016**