

JOB DESCRIPTION

Position title: Administrative Officer	
Line Manager	Coordination Center of INCiPiT (key reference roles: Administrative Project Manager)
Principal Accountabilities	<p>To provide support to the general activities handled by the INCiPiT Coordinating Center Team, in terms of:</p> <ul style="list-style-type: none"> ▪ Financial support and tracking (such as but not limited to: invoicing, finalization of Work Orders, ad hoc contracts, tracking of the administrative activities of the NHs involved in the c4c project/studies) ▪ Support to the periodical communications with legal and accounting consultants ▪ Tracking of the agendas of pre-defined meetings/commitments and organization of ad hoc meetings, as per specific Team involvement ▪ Preparing documentation (e.g. PowerPoint materials) and writing the minutes for different types of meetings ▪ Distribution of materials to Operative Teams, Study Teams and or Scientific Teams ▪ Support the activities of INCiPiT, including Working Groups, as requested ▪ Support the interactions with local INCiPiT referees, also to retrieve specific information. ▪ Administrative and finance databases management and updating ▪ Office supply management ▪ Maintenance of Consortium's files
Professional Background and Experience	<ul style="list-style-type: none"> ▪ University Degree ▪ Minimum of two (II) years of administrative experience (or equivalent training) ▪ Preferred: experience in science/health-related organisations
Technical Competencies	<ul style="list-style-type: none"> ▪ Knowledge of accounting and invoicing systems and processes ▪ Very good Knowledge of the main Office software (Word, Excel, Power Point, etc.) ▪ Capability to get quick familiarity with CTMSes and databases research dedicated ▪ Desirable: Experience in the fields of scientific research and clinical trial management
General Competencies	<ul style="list-style-type: none"> ▪ Professional Knowledge of English, both spoken and written ▪ Very good organizational skills, ability to manage multiple tasks and meticulous attention to detail ▪ Very good time management skills ▪ Very good communication skills ▪ Advanced ability and attitude on team working ad in particular good capability to work in a matrix environment
Salary	<ul style="list-style-type: none"> ▪ To be discussed during the interview. Benchmarking with the present position as defined in academic organizations is proposed.