

The Fundació Bosch i Gimpera was created in 1983 as a knowledge, technology and innovation transfer center of the University of Barcelona (UB). As its own means, it is in charge of innovation, promotion, valorization, transfer of results and management of contracts, agreements and projects of the UB and needs to incorporate:

Training Contract as Customer Service and Financial Assistant at Creatio, University of Barcelona

Functions:

The candidate will become a customer service and financial assistant to support business and marketing activities at the Management and Marketing Department of Creatio and will manage costumers? requests for the clinical, preclinical and research areas of the center.

Management area of Creatio acts as the backbone axis responsible for managing and promoting all the activities. Likewise, this area defines Creatio?s strategy to position the center nationally and internationally; establishes strategic alliances and looks for new collaborative opportunities, project and/or contracts with public/private entities.

The management area includes the management and marketing department from which the relations with our collaborators and public and private clients are carried out, as well as the communication of the center. It also includes the quality assurance department that deals with compliance with the standards and regulations that apply in the other areas of Creatio. These two departments are complemented by the administration and direction of Creatio.

Profile:

The main tasks are:

Meeting with customers, follow-up of the customers and assistance with documentation.

Coordination of the confidential disclosure agreement (CDA) documents and other associated documentation.

Management of the internal documentation such as Order of Work (OW) and Task Development Plan (TDP).

Budget preparation, costumer invoicing/billing management and request.

Track and monitor signed projects with customers.

Management of project incidents.

Attend conferences and events to help promote and attract customers and new business opportunities for Creatio.

Support in the development and implementation of the business and marketing strategy of Creatio.

Competencies:

Degree in Life Sciences or other fields relevant to the position.

Knowledge in Business Administration or related field.

Ability to work independently, as well as work in coordination with other departments and institutions.

Analytical, planning, and organizational capacity.

Advanced level of Microsoft Office and Excel.

Fluent in Catalan, Spanish and English.

Strong written and oral communications Skills.

Excellent communication and customer service skills

Ability to organize effectively, work under pressure with attention to detail, precision, and accuracy.

High levels of integrity and ability to handle confidential information.
Organized, methodical, proactive, and motivated.

We offer:

- Internship contract
- Weekly schedule: 37.5
- Gross monthly salary: 1236 Euros

Reserve:

Reserved for personnel with disabilities, in accordance with the provisions of Article 59 of the Legislative RD 5/2015, of October 30, passing the revised text of the Law of the Basic Statute of Public Employee.

Equality of opportunities:

In accordance with the measures set forth in the Fundació Bosch i Gimpera Equality Plan, we incorporate the gender perspective in the selection process to guarantee equal opportunities, neutrality, transparency and avoid prejudice and discrimination based on gender.

Additional information:

- Project Director: Canals Coll, Josep M.
- Project Number: 312555

In order to be able to carry out the internship contract, the person must prove that he/she has not had any internship contract.

In case of having been hired under this type of contract, it will not be possible to carry out this contract, a different type of contract will have to be made.

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