

The Optics Lab of the Applied Physics Department at the Ourense campus of the University of Vigo looks for candidates for a contract of “Administrative Technician”, associated with the Nanoeaters POCTEP project.

The contractual conditions are indicated below:

- Duration: 5 months.
- Workshop: Complete
- Remuneration: € 10,000 (gross salary)
- Place of work: Campus of Ourense.

Purpose of the work: collaborate in the organization of the group, through subsidy management, grants, budgetary control of research projects, procedures with the administration, organization of conferences, workshops and travel of researchers.

The profile of the candidates must adapt to the following points:

- The candidate must have a minimum professional experience of five years in this work profile and have worked in the organization of congresses, both national and international, as well as in the management of grants, subsidies and administrative management.
- It will be assessed specifically that this experience is related to the field of photonics.
- The candidate must have at least the following competencies: basic knowledge in programming and website management, as well as experience in accounting and management programs.
- Other competencies: ability to work as a team. Good spoken and written English.

The selection will be carried out through a personal interview and the evaluation of the CV. The selection process will be solved by a Commission formed by professors of the research group in the shortest possible term.

Submission of applications: the documentation, including CV and letter of motivation in a single pdf file (<2Mb), will be sent Michinel within ten business days counting from July 4, 2018 both to the email address: hmichinel@uvigo.es and through the registry of the university to:

Prof. Dr. Humberto Michinel
Escola de Enxeñaría Aeronáutica e do Espazo
Campus de Ourense