

Job description

The position is to be based in a research group in Sapienza Università di Roma, Department of Biology and Biotechnology. The activities, as a general view, are oriented towards the coordination and communication, inside the group and in relation with the Central administration offices. The daily commitment required is 6-7 hours.

The principal lines of activities are:

Lab Administration:

- Scientific Project management: assistance to preparation, follow up, reporting, amendments.
- Expenses administration, ordering and material check upon arrival. Consumables and equipment.
- Customer care and providers relationship. Offers dealing.
- Personnel follow up.

General secretariat activities: related to the control and follow up of general activities taking place in the lab: teaching and travel organization, building maintenance, courier deliveries.

Required qualifications

A Master degree is preferred (possibly in life sciences or related areas)

Experience in research and academic institutions.

Familiarity with Italian university teaching system

Knowledge of principal national and international funding schemes.

Fluency in Italian and English

Familiarity with science/research most common platforms and parameters.

Skills

Good organizational skills, excellent communication abilities (verbal and written, English and Italian), Microsoft office proficiency level: high.

Contact:

Irene.bozzoni@uniroma1.it

06-49912202