

<b>JOB OFFER</b>		
<b>REFERENCE</b>	<b>OPENING DATE</b>	<b>DEADLINE</b>
<b>NVAL21/23</b>	<b>22/10/2021</b>	<b>31/10/2021</b>
<b>PROFILE REQUIREMENTS</b>		
<b>EXCLUSIVE REQUIREMENTS: (1)</b>		
<b>ACADEMIC DEGREE</b>	<b>Technician in administrative/commercial management/equivalent</b>	
<b>EXPERIENCE</b>	<b>As an administrative assistant in telephone answering</b>	
<b>OTHER REQUIREMENTS</b>	<b>Training in office automation Excel skills</b>	
<b>VALUED MERITS /SKYLLS</b>		
<b>EXPERIENCE</b>	<b>Time of experience as administrative assistant</b>	
<b>LANGUAGES</b>	<b>English B1 level</b>	
<b>OTHERS</b>	<b>Recent accreditation of Excel skills.</b>	
<b>CONTRACT INFORMATION</b>		
<b>TYPE OF CONTRACT</b>	<b>EXPECTED INCORPORATION DATE</b>	<b>JOB STATUS</b>
<b>To research project</b>	<b>November 2021</b>	<b>HALF-TIME (17,5h/week)</b>
<b>ANNUAL GROSS SALARY</b>		<b>DURATION OF THE CONTRACT</b>
<b>6.755 €</b>		<b>2 months</b>
<b>WORK LOCATIONS</b>		<b>UNIT/DEPARTMENT</b>
<b>HUMV</b>		<b>PEDIATRY</b>
<b>OFFER DESCRIPTION</b>		
<b>ADMINISTRATIVE ASSISTANT TECHNICIAN</b>		
<b>DESCRIPTION OF THE TASKS IN THE PROJECT</b>		
<ul style="list-style-type: none"> <li>- Telephone appointments for all study participants</li> <li>- Generate agendas</li> <li>- Preparation of stories for each agenda</li> </ul>		
<b>PRINCIPAL INVESTIGATOR / RESPONSABLE</b>	<b>RESEARCH GROUP</b>	<b>RESEARCH PROJECT</b>
<b>CAROLINA LECHOSA MUÑIZ</b>	<b>PEDIATRY</b>	<b>NVAL21/23: Study of breast milk in lactating women vaccinated against SARS-CoV-2.</b>

RECRUITMENT INFORMATION				
SELECTION PROCESS STAGES (2)				EMPLOYMENT EXCHANGE
<b>Preselection:</b> <b>Inverview: maximum interview candidates: 3</b> <b>Tribunal report:</b> <b>Resolution:</b>				<b>NO</b>
SELECTION BOARD				
- Carolina Lechosa Muñiz, Principal Investigator of research project - Galo Peralta, Management Director of IDIVAL - Patricia Álvarez, HR Coordinator				
VALUATION OF MERITS				
MERITS	EVALUATION	SCORE		MAXIMUM
Time of experience as administrative assistant	CV	Requirement fulfilment	2 points per year worked	30
English B1	Supporting document	Requirement fulfilment	YES/NOT	15
Recent accreditation of Excel proficiency	Supporting document	Requirement fulfilment	Less than 5 years ago: 15 points	15
			Less than 7 years ago: 10 points	
			Less than 10 years ago: 5 points	
FINAL SCORE				
<b>MAXIMUM TOTAL SCORE BY MERITS</b>				<b>60</b>
<b>MAXIMUM TOTAL SCORE IN INTERVIEW</b>				<b>40</b>
<b>MAXIMUM TOTAL SCORE</b>				<b>100</b>

(1) Not subsanable

(2) See duration of each phase in the document "Selection Process"

*In compliance with the provisions of Article 11 of Organic Law 3/2018, you are informed that the person responsible for the processing of your personal data is the MARQUES DE VALDECILLA INSTITUTE OF INVESTIGATION FOUNDATION (IDIVAL), your data will be treated in order to be treated to the extent that they were necessary or convenient for the development of the legal relationship established between the parties. You can exercise your rights of access, rectification, deletion, opposition, portability or limitation of the treatment, by contacting the IDIVAL FOUNDATION at the following address: AVDA. CARDENAL HERRERA ORIA, S / N 39007, SANTANDER. More information at [www.idival.org/es/Política-de-Privacidad](http://www.idival.org/es/Política-de-Privacidad)*