

JOB OFFER		
REFERENCE	OPENING DATE	DEADLINE
DIREC-Y-GEST	19/07/2024	28/07/2024
PROFILE REQUIREMENTS		
EXCLUSIVE REQUIREMENTS: (1)		
ACADEMIC DEGREE	School graduate (<i>Justification must be provided with the application</i>).	
VALUED MERITS / SKILLS		
EXPERIENCE	<ul style="list-style-type: none"> Experience in the area of management in Research Institutes. Experience in telephone and face-to-face attention to workers/clients. 	
	<ul style="list-style-type: none"> Course on good clinical practice standards. Office package training (Excel, Word, PowerPoint...). Technical administrative assistant course. 	
CONTRACT INFORMATION		
TYPE OF CONTRACT	EXPECTED INCORPORATION DATE	JOB STATUS
Eventual	August	Full time. 1710 hours per year (aprox. 37,5 h/week)
ANNUAL GROSS SALARY		DURATION OF THE CONTRACT
22.693,69 € without prejudice to the basic update established in state legislation for 2024.		6 months
WORK LOCATIONS		UNIT/DEPARTMENT
IDIVAL		Central support unit
JOB DETAILS		
OFFER DESCRIPTION		
Administrative Support Assistant		
FUNCTIONS		
<ul style="list-style-type: none"> -Registration. -Agenda management. -Telephone and face-to-face service. -Support in administrative tasks to the Central Support Unit. -Documentation archiving. -Relationship with third parties (suppliers, clients, IDIVAL's own and related personnel...). -Delivery and reception of documentation. 		
RESPONSABLE	RESEARCH GROUP	RESEARCH PROJECT
Galo Peralta Fernández	Central Support Unit	Direction and Structure
RECRUITMENT INFORMATION		
SELECTION PROCESS STAGES (2)		EMPLOYMENT EXCHANGE



1. Admission of applications. 2. Competition phase. 3. Interview pase: maximum number of candidates to be interviewed: 2. Minimum score for this phase: 40 4. Report of the Tribunal. 5. Resolution. Note: in order for candidates to be considered for recruitment and employment exchange purposes, they must have a total score of at least 30 points.				YES
SELECTION BOARD				
<ul style="list-style-type: none"> • President: Galo Peralta Fernández, Responsable. • Member: Marcos López Hoyos, Scientific Director. • Member and secretary: Maria José Marín Vidal, Coordinator of the Technological Services of IDIVAL. 				
VALUATION OF MERITS				
MERITS	EVALUATION	SCORE		MAXIMUM
Experience in the area of management in Research Institutes.	Curricular	Months worked	1 point per month worked	20
Experience in telephone and face-to-face attention to workers/clients.	Curricular	Merit fulfilment	YES/NO	10
Course on good clinical practice standards.	Accreditation	Merit fulfilment	YES/NO	10
Office package training (Excel, Word, PowerPoint...).	Accreditation	Merit fulfilment	5 points per each 20 hours	15
Technical administrative assistant course.	Accreditation	Merit fulfilment	YES/NO	5
FINAL SCORE				
MAXIMUM TOTAL SCORE BY MERITS				60
MAXIMUM TOTAL SCORE IN INTERVIEW				40
MAXIMUM TOTAL SCORE				100

- (1) Not subsanable
(2) See duration of each phase in the document “Selection Process”

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Santander as of the date of electronic signature

Fdo. Francisco Galo Peralta Fernandez

