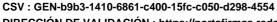






JOB OFFER									
REFERENCE		OPENING DATE		DEADLINE					
DIREC-Y-GEST		19/07/2024		28/07/2024					
PROFILE REQUIREMENTS									
EXCLUSIVE REQUIREMENTS: (1)									
ACADEMIC DEGREE	School graduate (Justification must be provided with the application).								
VALUED MERITS /SKYLLS									
EXPERIENCE	 Experience in the area of management in Research Institutes. Experience in telephone and face-to-face attention to workers/clients. 								
 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 DESCR	IPTION						
		Administrative Supp							
-RegistrationAgenda managementTelephone and face-to-face serviceSupport in administrative tasks to the Central Support UnitDocumentation archivingRelationship with third parties (suppliers, clients, IDIVAL's own and related personnel)Delivery and reception of documentation.									
RESPONSABL	E	RESEARCH GROU	P	RESEARCH PROJECT					
Galo Peralta Ferna	ández	Central Support U	nit	Direction and Structure					
	RECRUITMENT INFORMATION								
SELECTION PROCESS STAGES (2) EMPLOYMENT EXCHANGE									

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- 1. Admission of applications.
- 2. Competition phase.
- Interview pase: maximum number of candidates to be interviewed: 2. Minimum score for this phase: 40
- 4. Report of the Tribunal.
- 5. Resolution.

YES

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.

SELECTION BOARD

- President: Galo Peralta Fernández, Responsable.
- Member: Marcos López Hoyos, Scientific Director.
- Member and secretary: Maria José Marín Vidalled, 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 fullfilment	YES/NO	10				
Course on good clinical practice standards.	Accreditation	Merit fullfilment	YES/NO	10				
Office package training (Excel, Word, PowerPoint).	Accreditation	Merit fullfilment	5 points per each 20 hours	15				
Technical administrative assistant course.	Accreditation	Merit fullfilment	YES/NO	5				
FINAL SCORE								
MAXIMUM TOTAL SCORE BY MERITS								
MAXIMUM TOTAL SCORE IN INTERVIEW								
MAXIMUM TOTAL SCORE								

(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/Politica-de-Privacidad

Santander as of the date of electronic signature

Fdo. Francisco Galo Peralta Fernandez



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