

JOB OFFER

REFERENCE	OPENING DATE	DEADLINE
UCA 8	23/01/2019	29/01/2019
WORK PLACE		
WORKPLACE		UNIT/DEPARTMENT
IDIVAL		CENTRAL SUPPORT UNIT
LOCATION WORKPLACE (Building, pavilion, floor, etc.)		LOCALITY
IDIVAL ´S BUILDING, 3 RD FLOOR		SANTANDER
		POST CODE
		39008
PROFILE REQUIREMENTS		
PROFESSIONAL CATEGORY		ACADEMIC DEGREE
ADMINISTRATIVE		Higher Grade Training Cycle (or its old equivalent FPII)
CANDIDATE REQUIREMENTS		
Experience in the public and / or private field in support of management. Immediate availability At least six months of work experience as an administrator.		
VALUED MERITS/SKILLS		
Experience in billing, archiving, documentary support, in accounting, and in general administrative support to management in the public and private sector. Training (academic and non-academic) in complementary areas. An interview with the candidates may be called.		
RECRUITMENT INFORMATION		
DESCRIPTION OF THE TASKS		
Support for research management in billing tasks, document management, updating of databases, information, and communication.		
DURATION OF THE CONTRAT	JOB STATUS	ANNUAL GROSS SALARY IN FULL TIME
Interim contract for replacement	Full-Time	19.732,16 €
SELECTION BOARD		
<ul style="list-style-type: none"> • Galo Peralta, IDIVAL ´s Management Director • Julio Muela, IDIVAL´ s Management Coordinator • Marta Abelleira, Human Resources Coordinator 		
<p>The resolution of this offer will generate a list ordered according to the result of the evaluation for substitutions in places of the same category due to dismissals of the IDIVAL Central Support Unit that are active in 2019.</p>		

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