



BIOMEDICAL SCIENCE FOR THE BENEFIT OF SOCIETY

“Operations and Corporate Projects department Internship” *Centre for Genomic Regulation (CRG)*

The Institute

The Centre for Genomic Regulation (CRG) is an international biomedical research institute of excellence, based in Barcelona, Spain, with more than 400 scientists from 44 countries. The CRG shares principles of an interdisciplinary, motivated and creative scientific team that is supported by high-end and innovative technologies and a flexible and efficient administration.

In April 2021, the Centre for Genomic Regulation (CRG) received the renewal of the ['HR Excellence in Research'](#) Award from the European Commission. This is a recognition of the Institute's commitment to developing an HR Strategy for Researchers, designed to bring the practices and procedures in line with the principles of the [European Charter for Researchers](#) and the [Code of Conduct for the Recruitment of Researchers](#) (Charter and Code).

[Please, check out our Recruitment Policy](#)

The role

An exciting learning opportunity has arisen to join our Operations and Corporate Projects team at the CRG in Barcelona. We offer the opportunity to build your skills and strengths within a motivating work environment with a culture that is open and innovative, to develop your career.

We are looking for a dedicated and enthusiastic individual with drive to support our Operations department. In this role, you will collaborate with many of the team members.

Main tasks of the position are:

- Management of Captio
- Posting seminar announcements in Oracle and Outlook
- Support in event organization
- Updating and organizing internal documents
- Supervision of the internal travel tool and support in travel Organization

About the Department

The Operations and Corporate Projects department aims at giving administrative support to the CRG community: scientific community, administration team and Direction office, to achieve a smooth and timely operations management globally. Our primary objectives are:

- Managing all non-scientific issues to allow the scientific community to focus on their main activities.
- Acting as a bridge between management and scientific communities with a problem-solving attitude.
- Collecting and providing information.
- Helping the community to manage the resources.

- Managing organizational and administrative needs.
- Coordinating institutional projects

Must Have

- You are currently studying an “FP”, Bachelor or Master Degree in Tourism, Business Administration, Finance, Economics or equivalent

Languages

C/ Dr. Aiguader, 88
08003 Barcelona
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Fax +34 93 316 00 99
www.crg.es





- You speak fluent English and Spanish. Catalan is a plus

Technical skills

- You have advanced MS Office skills: Excel, Word and PowerPoint

Competences

- Commitment to service and teamwork skills
- Prioritizing and multitasking to handle multiple assignments or urgent tasks efficiently
- High self-organization skills
- Ability to work with multiple internal clients
- Willingness to learn and adapt to new technologies

The Offer – Internship Conditions

- **Duration:** 1 year internship agreement.
- **Weekly schedule:** Monday to Friday, 4/5 hours per day.
- **Starting date:** As soon as possible.

We provide a highly stimulating environment with state-of-the-art infrastructures, and unique professional career development opportunities. To check out our training and development portfolio, please visit our website in the [training section](#).

We offer and promote a diverse and **inclusive environment** and welcomes applicants regardless of age, disability, gender, nationality, race, religion or sexual orientation.

The **CRG is committed to reconcile a work and family life** of its employees and are offering extended vacation period and the possibility to benefit from flexible working hours.

Application Procedure

All applications must be addressed to Reyes Perza and be submitted by means of on-line application on the official website of the CRG - <http://www.crg.eu/en/content/careers/job-opportunities> and must include:

1. A Motivation Letter.
2. A full CV including contact details.

Selection Process

- **Pre-selection:** The pre-selection process will be based on qualifications and expertise reflected on the candidates CVS and Motivation Letter.
- **Interview:** Preselected candidates will be interviewed by the Hiring Manager of the position.

Deadline: The position will be open until it is covered.

Suggestions: The CRG believes in ongoing improvement and promotes a culture of feedback. This is one of the reasons we have in place, at your disposal as a candidate, a mechanism to gather your suggestions/complaints concerning your candidate experience in our recruitment processes. Your feedback really matters to us in our aim at creating a positive candidate journey. You can make a difference and help us improve by letting us know your suggestions through the following form. <https://recruitment.crg.eu/webforms/recruitment-contact-form-suggestionscomplaints>.





HR EXCELLENCE IN RESEARCH

