



BIOMEDICAL SCIENCE FOR THE BENEFIT OF SOCIETY

“OPERATIONS OFFICER”
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 is composed by an interdisciplinary, motivated and creative scientific team which is supported both by a flexible and efficient administration and by high-end and innovative technologies.

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

The successful candidate will contribute to the continuous improvement and digital transformation of the Operations & Corporate Projects Department by reviewing and optimizing internal processes, implementing automation solutions, and promoting the adoption of Artificial Intelligence tools. The role will focus on increasing operational efficiency, reducing low value-added tasks, improving the experience of internal stakeholders, and enhancing the department's ability to meet the centre's evolving organizational and strategic requirements.

About the team

The candidate will join a team of 6 Operations Officers giving service to the whole CRG community and reporting to the Head of the Operations and Corporate Projects.

The operations and corporate projects department aims at giving administrative support to the CRG community: scientific community, administration team and to the Direction office, in order to achieve a smooth and timely operations management globally.

Whom would we like to hire?

Professional experience

Must Have

- You have at least 1 year of experience in process improvement, operational excellence, business transformation, digital transformation, or a related field
- You have proven experience in reviewing, documenting, and optimizing administrative or business processes
- You have experience implementing digital solutions, workflow automation tools, or technology-driven process improvements
- You have experience working with multidisciplinary stakeholders and managing change in a professional environment
- You have strong analytical and problem-solving skills, with the ability to identify inefficiencies and propose practical improvements
- You are fluent in English





Desirable but not required/ Nice to have

- Experience in the implementation or adoption of Artificial Intelligence solutions in administrative or operational environments
- Experience with low-code/no-code automation platforms (e.g., Power Automate, Zapier, Make, etc.)
- Experience working in research institutions, universities, healthcare organizations, or other knowledge-intensive environments
- Experience supporting digital transformation initiatives across different departments or organizational functions

Education and training

- You hold a bachelor's degree and/or 1 years' experience in a similar position

Languages

- You have an advanced level of English and Spanish
- Knowledge of Catalan would be valued

Technical skills

- You have advanced MS Office skills, particularly Excel, PowerPoint, and Word
- You have experience using process mapping and workflow documentation tools
- You are comfortable working with digital collaboration platforms and productivity tools
- You have experience with workflow automation platforms and digital productivity solutions
- Familiarity with Artificial Intelligence tools, data analysis tools, and business intelligence platforms is highly desirable

Competences

- Highly developed organizational and planning skills
- Strong analytical thinking and continuous improvement mindset
- Excellent communication and stakeholder management skills
- Proactive and solution-oriented approach to problem solving
- Ability to adapt to change and drive innovation across teams
- Strong attention to detail while maintaining a strategic perspective
- Ability to work independently and manage multiple priorities simultaneously

The Offer – Working Conditions

- **Contract duration:** 6 months temporary contract.
- **Estimated annual gross salary:** Salary is commensurate with qualifications and consistent with our pay scales
- **Target start date:** As soon as possible, August.

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 welcome applicants regardless of age, disability, gender, nationality, ethnicity, religion, sexual orientation or gender identity.

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 include:

1. A motivation letter addressed to Reyes Perza, Head of Operations Support & Corporate Projects
2. A complete CV including contact details.
3. Contact details of two referees.

All applications must be addressed to Reyes Perza and be submitted online on the CRG Career site - <http://www.crg.eu/en/content/careers/job-opportunities>

Selection Process

- **Pre-selection:** The pre-selection process will be based on qualifications and expertise reflected on the candidates CVS. It will be merit-based.
- **Interview:** Preselected candidates will be interviewed by the Hiring Manager of the position and a selection panel if required.
- **Offer Letter:** Once the successful candidate is identified the People department will send a Job Offer, specifying the start day, salary, working conditions, among other important details.

Deadline: Please submit your application by August 11, 2026.

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](#).

