

Administrative officer

Agrotecnio is committed to a diverse and inclusive workplace environment. Employment is decided on the basis of qualifications, competence, integrity and organizational need, in accordance with the HRS4R certification requirements ([accessible here](#)). Female candidates are strongly encouraged to apply.

Agrotecnio is a research center of excellence in plant, environmental, animal and food sciences with the mission to carry out fundamental research underpinning translational strategic objectives and to disseminate the findings and outputs from its research activities to society at large, including the private sector (www.agrotecnio.org). We seek an **administrative officer** to support the administration tasks of the center in the management of national and international projects as well as with other routine administrative tasks.

We are looking for a dynamic, organized, and self-motivated individual with demonstrated expertise in contributing to the management of administrative departments in public or private organizations. The ideal candidate should demonstrate proficiency in utilizing office and project management tools.

The successful candidate will report directly to the Head of Administration and will work closely with the Communication department. They will be involved in:

- Carrying out the accounting and invoicing of Agrotecnio.
- Participating and supporting all financial audits.
- Assisting in the Center's budget management.
- Carrying out administrative and financial management tasks for national and international projects.
- Assisting in the administrative management of Agrotecnio.
- Providing administrative support to Agrotecnio research teams.
- Executing tasks related to events organized by Agrotecnio.
- Managing inventory and infrastructure
- Any other administrative task assigned by the Head of Administration

Minimum qualifications:

- Educational background in Business Administration, Management or a related field. Other relevant backgrounds will be considered.
- Fluency in English, Spanish and Catalan.
- Proficient in using the Microsoft Office suite package and project management tools.
- Interest in teamwork, analytical skills, self-management and flexibility.

What Agrotecnio offers:

Full-time permanent position (37.5h/week). Generous holiday package. Salary dependent on experience and qualifications.

Flexible working environment and respect for work-life balance.

Selection process:

Applicants should submit a detailed CV, a one-page motivation letter and names and contact information of up to three references to director@agrotecnio.udl.cat with the subject line “Administrative officer position”. The deadline for applications is **March 31, 2024**. The Selection process will be carried by a Selection panel under the [Open, Transparent and Merit-Base Recruitment policies](#).

Further information:

For inquiries about the position or the application process, please contact administration@agrotecnio.udl.cat . More information about Agrotecnio can be found at our website.