

Executive Assistant Pasqual Maragall Foundation

About the employer

The Pasqual Maragall Foundation was created in 2008 with the mission of promoting and developing biomedical research of excellence. The Foundation is fully committed to being crucial in contributing global solutions to Alzheimer's disease and related dementias, as well as in raising social awareness so that scientific support for these challenges reaches the appropriate priority. The Foundation's research is carried out at the BarcelonaBeta Brain Research Center (BBRC), a research center established with the participation of Pompeu Fabra University and "la Caixa".

The Pasqual Maragall Foundation is a private non-profit organization. Its financial resources come from philanthropic donations from entities and companies, as well as from an extensive network of more than 34.000 members who contribute to fund research.

The Foundation is a young, established and growing foundation. Together with the BBRC, it currently employs more than 130 people, increasing its workforce by 50% in the last year alone. The Pasqual Maragall Foundation integrates all the central services like Finance, Human Resources, Information Systems, Infrastructures, Communication, Institutional Relations and Resources Collection.

All in a dynamic environment in which continuous challenges are part of the Foundation's field of work.

About BarcelonaBeta Brain Research Center (BBRC), the research center of Pasqual Maragall Foundation

The BarcelonaBeta Brain Research Center (BBRC) is a new research center, constituted by the Pasqual Maragall Foundation. The goal of BBRC is to become an internationally recognized centre of excellence in our understanding of age-related cognitive disability in order to provide practical solutions to the global challenges posed by the world's aging population. Our goal will be achieved by championing primary and secondary prevention programs for Alzheimer's disease and other related neurodegenerative disorders, the study and promotion of healthy aging, and the research of the basic physiological mechanisms of cognitive functions affected by healthy or pathological aging such as memory, learning and decision-making, among others. The vision of BBRC is to provide the society with distinct and innovative solutions for age-related cognitive disability by leveraging these complementary research programs in order to attain a multidisciplinary comprehension of the aging process and the pathophysiology of neurodegeneration.

Pasqual Maragall Foundation, Pompeu Fabra University and “la Caixa” are permanent members of the BBRC Board. International competitive recruitment, state-of-the-art scientific facilities, effective management and continuous high-standard peer-review evaluation are the BBRC core proceedings to ensure achieving world-class research results. BBRC is affiliated and located in the Campus Ciutadella of the Barcelona Pompeu Fabra University, the building contains excellent technical facilities, including a research-dedicated 3T MR scanner, Clinical Trials facilities, EEG and Eye Tracker labs.

BBRC is also part of the Barcelona Biomedical Research Park (PRBB), a large research facility that hosts other seven different research institutions related to biomedical research, including the Center for Genomic Regulation (CRG), the Hospital del Mar Medical Research Institute (IMIM), the Department of Experimental and Health Sciences of the Pompeu Fabra University (CEXS-UPF), the Institute of Evolutionary Biology (IBE CSIC-UPF), the Barcelona Institute of Global Health (ISGlobal) and the Barcelona site of the European Molecular Biology Laboratory (EMBL), among others, in a multidisciplinary, collaborative and stimulating international environment in close contact with a clinical setting, thus conducive to translational research.

For more information see: www.fpmaragall.org and www.barcelonabeta.org

About the job

BBRC is looking for a full-time position **Executive Assistant** that will provide dedicated one-to-one support to the BBRC Director (hereafter Director’s Office, DO). S/he will be located in the Directors’ Office, working alongside the BBRC Research Centre Scientific Team and the Scientific Support Team to provide comprehensive cover for the whole of the DO.

BBRC is undergoing an exciting period of change, and the postholder should be flexible and willing to adapt to the changing needs and priorities in the DO.

Main Responsibilities:

The following list of duties and responsibilities is not exhaustive, and the postholder would be expected to undertake any other duties as agreed with the DO, consistent with the grading of this post.

- Manage the calendar of the DO and ensure that scheduling is efficient and effective. Anticipate potential diary conflicts and proactively seek solutions at an early stage.
- Manage incoming correspondence, emails and telephone calls and progress appropriately: use best judgement to take independent action, delegate, or flag up for the action of the DO.
- Identify, log and monitor all actions for the DO, and ensure that follow-up actions are progressed, prompting the Director as necessary and coordinating such actions with colleagues or externals as appropriate.
- Liaise closely with the different functional teams at BBRC side: Group Leaders, Scientific Affairs, Grant Management, etc.
- Establish and maintain constructive working relationships and conversations with a wide range of internal and external stakeholders, including in potentially challenging situations.

- Prepare complex travel itineraries and deal with expense claims.
- Organise meetings with internal and external stakeholders, request and prepare documentation, ensuring any briefing materials for the DO are received in a timely manner.
- Draft and prepare documentation (letters, emails etc) for the DO, ensuring that content and format are of the highest quality.
- Ensure effective communication with internal and external stakeholders.
- Maintain efficient filing records in the DO and ensure that all personal and institutional data are maintained to the highest standards of confidentiality.
- General responsibilities within the DO
- Ensure that cover in the DO is adequately maintained, including by providing cover for absent colleagues.
- Support the DO in the planning and organization of a wide range of BBRC committee meetings, events and reviews, including minute-taking in his/her absence.

Required qualifications:

Qualifications and professional experience

- Degree level or equivalent professional experience
- A proven track record of relevant executive- or director-level support in a medium-large organisation
- Experience of working in an academic, scientific and/or international environment
- Good knowledge of Windows, MS Office, email and web applications
- Excellent spoken and written English
- Excellent spoken and written Catalan and Spanish
- Excellent telephone manner
- Excellent rapport and communication skills
- Persuasive interpersonal skills and the ability to build and maintain constructive relationships with internal and external stakeholders
- Experience in dealing with an international staff and an awareness and understanding of cultural differences
- Flexibility to respond to changing priorities, often at very short notice
- Self-motivation and resilience
- Ability to proactively seek solutions to scheduling conflicts
- Excellent organisational skills, managing a variety of tasks simultaneously
- Tact, diplomacy and discretion in handling sensitive or highly confidential material appropriately
- Ability to work both independently with minimum supervision and as part of a wider support team, often to tight or shifting deadlines
- Willingness to get involved in other work
- Ability to work out of hours occasionally

We offer

- Full-time position.
- Great Annual Schedule:
 - 1.618 annual hours (*-206 h versus Workers Statute 1.824 annual hours*). Easter and Christmas are considered rest period.
- Annual vacations: 23 working days
- Salary will be in accordance with qualifications and experience.

We offer work in a highly stimulating team, and BBRC offers and promotes a diverse and inclusive environment. In the foundation we also care about developing your professional career so you will participate in internal and specific training for your job, promotion opportunities and development of your professional career. We evaluate the potential of our team in order to develop those skills necessary to achieve a high level of professional performance.

Application process:

To apply, please submit a single PDF file containing the following:

- 1) Cover letter describing research interests and relevant background;
- 2) CV
- 3) The names of up to three individuals who could provide reference letters. All files or inquiries should be submitted electronically to: rh@barcelonabeta.org

Subject: Executive Assistant

Deadline: Feb 29th, 2020

We inform you that your personal data will be part of a file, of which Pasqual Maragall Foundation and Barcelonaβeta Brain Research Center are responsible, in order to manage the job offer you have requested. Once the process is complete, the data processed will be erased.

You have the right to exercise the rights of access, rectification, cancellation and opposition recognized in Regulation (EU) 2016/679 (General Data Protection Regulation), to be addressed to the Pasqual Maragall Foundation and Barcelonaβeta Brain Research Center: Wellington Street 30, 08005 Barcelona.