

CONSORZIO INTERUNIVERSITARIO PER LO SVILUPPO DEI SISTEMI A GRANDE INTERFASE

CSGI
c/o Dipartimento di Chimica "Ugo Schiff"
Università degli Studi di Firenze



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CALL ID: CSGI-FI-15/2020

Florence, October 6th, 2020

Open position for an administrative assistant

The Center for Colloid and Surface Science (CSGI) has an open position for an administrative assistant to provide support to the CSGI secretary staff in the standard administrative tasks and in the management of EU funded research projects.

Time period: November 1st 2020 – October 31st 2021

Location: University of Florence, Department of Chemistry "Ugo Schiff", Via della Lastruccia 3, 50019 Sesto Fiorentino (FI).

Gross salary: up to EUR. 15.000 €/year.

Job Requirements:

CSGI is looking for a motivated person with proven expertise in

- administrative tasks: organization of meetings and appointments, assist in the preparation of regularly scheduled reports, take accurate minutes of meetings, coordinate office procedures, receive, sort and distribute the mail
- management of research projects funded by Horizon 2020 programme: preparation and processing of project reports; organization of project meetings, workshop and conferences, maintenance and update of project web page;

The knowledge of the English language at the intermediate level is required.

All applicants must send by e-mail to recruitment@csgi.unifi.it no later than **23/10/2020**

1. A signed application letter specifying: CALL ID (CSGI-FI-15/2020), surname and name, date of birth, address, e-mail, and including a motivation statement;
2. Curriculum vitae

A colloquium with the evaluating committee might be requested. The colloquium can take place either face-to-face or via Skype.

The result of the selection will be posted on the CSGI official website <http://www.csgi.unifi.it>
Personal data will be collected and handled according to the Italian privacy policy (D. Lgs. 30 June 2003, nr.196).