

<b>Call reference number</b>	(2025-24)
<b>Call name</b>	Administrative assistant
<b>Application Deadline</b>	2025/06/22

<b>Introduction and main description</b>
BCMaterials is seeking candidates to incorporate a senior technician into the administration department, to support the tasks of the Administration department.

<b>Skills and Requirements</b>
<ul style="list-style-type: none"> <li>- Advanced Vocational Training in Administration and Finance.</li> <li>- Languages: Advanced level of Basque and English, both spoken and written.</li> <li>- Knowledge of ERP systems and experience with office IT tools.</li> <li>- Available to start immediately.</li> </ul>

<b>Work Program / Duties / Responsibilities</b>
<p>Among others:</p> <ul style="list-style-type: none"> <li>- Issuance, tracking, receipt, and general administration of purchase orders.</li> <li>- General accounting.</li> <li>- Management of travel requests and contracting of associated services.</li> <li>- Inventory and labeling.</li> <li>- Document control.</li> <li>- Time and vacation registration.</li> <li>- Telephone assistance and visitor reception.</li> </ul>

<b>Application Procedure</b>
<p>Apply by submitting a motivation letter and a CV (in English) using the "Contact" button at the corresponding offer, at the "Join Us" area on BCMaterials' portal (<a href="https://www.bcmaterials.net/join-us">https://www.bcmaterials.net/join-us</a>).</p> <p>Your name and email address will be required for further contact too.</p>

<b>Other Relevant Information</b>
<p>The following will be valued:</p> <ul style="list-style-type: none"> <li>- Familiarity with the research environment: technology centers, research centers, universities, R&amp;D departments, or similar.</li> <li>- Ease of integration into a team, in an environment with regular contact with staff of multiple nationalities and frequent use of English.</li> </ul>