ADMINISTRATIVE ASSISTANT POSITION

If interested write to Isabella.saggio@uniroma1.it

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| **Reports To** | PI - Isabella Saggio |

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| **Purpose of Position** | Reports to the PI and is a member of I. Saggio team.  Actively involved in the development and delivery of high-quality professional services that responds to the needs of the team. |

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| **Position Values** | It is expected that he or she maintains a high level of professionalism and integrity, display a positive attitude and a team focus, be enquiring and articulate, and has the ability to lead and  deliver ongoing professional services. |

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| **Responsible For** | Delivery of professional services to PI including press office, accounting, project writing, report writing |

# Key Relationships

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| **External** | **Nature of Relationship** |
| Social and health  agencies | Liaison |
| Professional Services  Agencies | Liaison |
| National and international high press offices | Liaison |
| Regulatory bodies | Liaison and reporting as appropriate |

In order to be effective in the position, the Science Writer shall have and be able to consistently demonstrate, the attributes and behaviors described below:

* Actively demonstrates professionalism and is viewed by the team as highly trustworthy and credible.
* Demonstrates a strong understanding and commitment to the goals and objectives of the team.
* In accordance with the objectives of the team, strategically plans for areas of responsibility, effectively communicates goals to direct reports and leads achievement of objectives.
* Has tenacity in pursuing goals, showing focus in the face of opposition and ensures personal goals are aligned with the objectives of the team.
* Makes insightful, timely decisions
* Champions the “quality cause”, sets directions, defines standards and values and embeds continuous improvement inside and outside areas of responsibility.
* values and embeds continuous improvement inside and outside areas of responsibility.

**Qualifications**

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| **Essential** | **Desirable** |
| Experience in report writing, accounting or related subjects | Relevant Post Graduate Qualification |

**Experience**

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| **Essential** | **Desirable** |
| Previous experience in press office and accounting | International profile |

**Technical Skills and Knowledge**

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| **Essential** | **Desirable** |
| Effective and confident user of ICT devices and platforms including Microsoft Office suite, O365 and on-line communication platforms and databases.  Social managing  Infographics  English writing and speaking (fluent) |  |

**Contract**

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| **Salary** | **Time** |
| The salary will vary depending on the CV. Indicative net per month: 1500euros | Starting early 2023, one year renewable for three years.  Working time from Monday to Friday at Sapienza University |