



ADMINISTRATION MANAGER



Organisation	Mossakowski Medical Research Centre Polish Academy of Sciences (www.imdik.pan.pl)
Location	Warsaw, Poland
Laboratory	Laboratory of Protein Engineering (lab leader: Dr hab. Izabela Sabala)
Background	The team is working on discovery of new antibacterial treatment, based on bacteriolytic enzymes and develop them into applicable products for medicine, veterinary and industry. Discovery of new bacteriolytic enzymes will be supported by two grants in POLNOR programme operated by NCBR (2021-2023). For more information about Sabala's team, please see www.aresine.com .

Offer description

Closing date: 27th Nov, 2020

Job type: full time employment contract

Salary: very competitive, depending on skills and experience

Position starts on: 1st Jan 2021

Key responsibilities:

- Plan and coordinate administrative procedures to ensure maximum efficiency
- Assist PIs in projects management
- Manage schedules and deadlines, coordinate meetings, trips, orders
- Monitor costs and expenses to assist in budget preparation
- Ensure the smooth and adequate flow of information within the team
- Assist reporting and contacts with NCBR

Description of successful candidate:

- Experience in project management
- Excellent organizational and multitasking abilities
- Fluent spoken and written English
- Master or PhD degree in biological sciences or related fields will be an asset

How to apply: CV, motivation letter in English and contact details for references please email to aresine@iimcb.gov.pl by 27th Nov, 2020. Only selected candidates will be contacted and invited for an interview. Please include in your application:

"I hereby give consent for my personal data included in my application to be processed for the purposes of the recruitment process under the Personal Data Protection Act as of 29 August 1997, consolidated text: Journal of Laws 2016, item 922 as amended."

