

UPMC Italy

is issuing a call for applications for the following fixed-term position:

1 Executive Assistant (Ref. EATD/18)

UPMC (University of Pittsburgh Medical Center) is an integrated global health enterprise headquartered in Pittsburgh, Pennsylvania. A \$17 billion company with 80,000 employees, UPMC is inventing new models of patient-centered, cost-effective, accountable care.

UPMC Italy is the Italian division of UPMC (University of Pittsburgh Medical Center) with offices in Rome, Palermo, and Siena, and leader in patient care, biomedical research, telemedicine, information technology development and consulting activities in areas related to medicine and research. UPMC Italy clinical and scientific activity mainly focuses on transplantation and oncology, excelling also in other specialties: from emergency medicine to neurosurgery, from sports medicine to cardiac surgery.

The executive assistant supports the managing director of UPMC Italy and senior vice president UPMC International in the daily management of the activities with organizational and executive tasks. The executive assistant manages the agenda, communication tools (phone calls, mail, incoming and outgoing fax and e-mail, organization of internal meetings, drafts minutes in Italian and English of relevant meetings according to indications), frequent trips to the U.S. and Far-East, and, if necessary, supports the managing director during the board of directors.

The ideal candidate possesses the following requisites:

- Second-level university degree [*Laurea Magistrale*], preferably in the field of humanities.
- Two/three years of documented previous experience in a similar role for a structured multinational company.
- Excellent knowledge of Italian and English, and knowledge of other foreign languages.
- Excellent knowledge of information technology applications (Word, Microsoft PowerPoint, e-mail, Excel)

Confidentiality, proactive attitude, flexibility, excellent organizational, time management and problem solving skills complete the profile.

Workplace: **Rome**.

The compensation package shall be commensurate with the experience and skills of the selected candidate.

UPMC Italy reserves any and wider sole right of discretion in assessing the applicants and the eligibility of the applications.

Only applicants who are not excluded under the provisions articulated in Legislative decree 165/2001, Art. 53, para. 16-ter, and subsequent modifications and amendments, can participate in this selection (General Rules Governing the Work of Public Administrations <http://www.upmcitaly.it/wp-content/uploads/2017/01/Art-ENG.pdf>).

After reading the privacy statement and authorizing the processing of their personal data (Legislative decree 196/2003), applicants of either sex (Law 903/77) are requested to fill out the on-line application form available at <http://selezioni.upmcitaly.it/> indicating the reference code.

When filling out the on-line application form, applicants will be requested to attach their CV in Italian and English.

At the end of the on-line process, applicants will be requested to state, by means of a self-declaration, their possession of the requisites listed in this call for applications.

All communications from UPMC Italy will be e-mailed to the address given by the applicant upon submission of the application.

The deadline to submit applications is **September 21, 2018**.

Only applications submitted on-line (<http://selezioni.upmcitaly.it>) with an attached CV will be taken into consideration.

Under penalty of exclusion, at the request of UPMC Italy at any time during the selection process and within the mandatory deadline, applicants must provide evidence of the requisites stated in their self-declaration. Should any preliminary verification show a discrepancy with any statement submitted by the applicant, the latter will be excluded from the selection process, and any negotiation deemed permanently suspended.

Personal data included in the CV will be processed by UPMC Italy, or other subsidiaries, and IRCCS ISMETT for selections for this or other similar positions. Applicants are requested not to include sensitive data (e.g., health status), unless strictly necessary. Detailed information with reference to data storage and rights provided for by Legislative decree 196/2003 are available at www.upmcitaly.it and www.ismett.edu in the "Job Opportunities" section.