

UPMC Italy

is issuing a call for applications for the following position:

Administrative Assistant (Ref. AA RM/19)

UPMC (University of Pittsburgh Medical Center) is a world-renowned health and research enterprise headquartered in Pittsburgh, Pennsylvania. A \$19 billion company with 85,000 employees, UPMC is inventing new models of patient-centered, cost-effective, accountable care. With over a thousand employees and offices in Latium, Sicily, and Tuscany, UPMC Italy (the Italian division of UPMC) is a leader in patient care, biomedical research, telemedicine, IT development and consulting services in areas related to medicine and research. UPMC Italy's clinical and scientific activity mainly focuses on transplantation and oncology, and also in other specialties: from emergency medicine to neurosurgery, from preventive medicine to cardiac surgery.

The Administrative Assistant provides secretarial support managing phone calls, mail (e-mails, fax, registered letters, and protocol), common areas and services (e.g., meeting room, video and conference calls), and guests' reception and care. He/She is also in charge of the agenda, meetings, and transfers/trips organization of all Directors working in the office.

The ideal candidate possesses the following requisites:

- University degree, preferably in the field of humanities.
- At least one year of documented experience in a similar role, preferably in a structured multinational company.
- Excellent knowledge of Italian and English, and possibly knowledge of other foreign languages.
- Excellent knowledge of software applications (Word, PowerPoint, Outlook, Excel).

Other requisites: Strictest confidentiality, proactivity, reliability, stress management, problem solving, and teamwork skills in a dynamic and fast-evolving environment, and availability to flexible working hours are also instrumental to the role.

The contract offered will be commensurate with the experience and skills of the selected candidate.

The workplace is **Rome**.

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, indicating the reference code, available at <http://selezioni.upmcitaly.it/?lang=en>. When filling out the on-line application form, applicants will be requested to attach their CV.

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 **March 8, 2019**.

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

Personal data included in the CVs will be processed by UPMC Italy in its role of data controller, for selections for this or other similar positions. Applicants are requested not to include special categories of personal data (e.g., health status), unless strictly necessary. Detailed information also with reference to data storage times and rights recognized under EU Regulation 2016/679, are available at <http://www.upmcitaly.it/en/> in the "Work With Us" section.