

UPMC Italy

is issuing a call for applications for the following position:

Administrative Assistant (Ref. AA RM/20)

The inclusion in a protected category, as referred to in article 1 of Law n. 68/1999 and subsequent amendments will be considered a preferred requisite.

UPMC (University of Pittsburgh Medical Center (<https://www.upmc.com>)) is a world renowned health care and research enterprise headquartered in Pittsburgh, Pennsylvania, U.S., inventing new models of patient-centered, cost-effective, accountable care.

With facilities in Campania, Lazio, Sicily, and Tuscany, UPMC Italy, the Italian division of UPMC (<https://www.upmcitaly.it/>), 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 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 has:

- University degree, preferably in the field of humanities.
- At least one year of 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).

Also requested: 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).

After reading the privacy statement and authorizing the processing of their personal data (EU Regulation 2016/679), 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, candidates will attach their CV both in Italian and in English.

All communications from UPMC Italy will be e-mailed to the address stated by the candidate upon submitting his/her application.

The deadline to submit applications is **February 13, 2020**.

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 to not include sensitive data (e.g., on 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 www.upmcitaly.it in the "Work with Us" section.