

UPMC Italy

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

Administrative Assistant (Ref. Ass Amm UPMC/20 TD)

UPMC (University of Pittsburgh Medical Center - <https://www.upmc.com/> -) is a world-renowned healthcare 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, but also includes other specialties: from emergency medicine to neurosurgery, from preventive medicine to cardiac surgery.

UPMC Italy offers professional opportunities in an international and multicultural setting at UPMC Hillman Cancer Center Villa Maria Advanced Radiotherapy Center in Mirabella Eclano, Avellino.

The Center offers innovative radiotherapy and stereotactic radiosurgery with advanced care protocols for cancer patients.

Under the supervision of the Administrative Director, the Administrative Assistant performs administrative tasks and clinical clerk's duties.

He/she is also responsible for organizing doctors' appointments and updating daily reports. The Administrative Assistant also acts as an interface between the Center and the other clinical/administrative departments of UPMC Italy, as well as external users.

The ideal candidate possesses the following requisites:

- High School Diploma
- At least two years of documented working experience in a similar role.

Preferred qualifications:

- Experience with healthcare funds/supplementary insurance and national health system schemes.
- Knowledge of the SAP system.

The ideal candidate has good knowledge of English and of main MS-Office applications, and very good teamwork and stress management skills.

The workplace is the **Province of Avellino**.

UPMC Italy reserves its right of discretion to the fullest extent permitted by law in assessing applicants and the eligibility of their applications.

Only applicants not excluded under the provisions articulated in Legislative decree 165/2001, art. 53, para. 16-ter, and subsequent modifications and amendments (General Rules Governing the Work of Public Administrations), can participate in this selection.

After reading the privacy statement and, if necessary, authorizing the processing of their personal data (EU Regulation 2016/679), applicants of both sexes (Law 903/77) are requested to fill out the on-line application form available at <http://selezioni.upmcitaly.it/?lang=en>. When filling out the on-line application form, applicants will be requested to attach their CV in both Italian and English. Applicants are also requested to attach a motivation letter. At the end of the on-line process, applicants will be requested to issue a self-statement regarding their possession of the requisites listed in this call for applications.

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

The deadline to submit applications is **November 3, 2020**.

Only applications submitted on-line (<http://selezioni.upmcitaly.it/?lang=en>) 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 an applicant, the latter will be excluded from the selection process, and any negotiation permanently suspended.

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 in the privacy statement at <http://www.upmcitaly.it/en/> in the "Work With Us" section.