

UPMC Italy

is issuing a call for applications for the following position:

Administrative Assistant

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

With facilities in Sicily, Campania, Lazio 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 is a dynamic and multicultural working environment integrated with dignity and respect. UPMC Italy provides opportunities for personal development, oriented towards continuous improvement and excellence in health care.

The Administrative Assistant provides administrative/secretarial support to the office of reference. Namely, he/she manages mailing lists, phone calls, and mail (e-mail, fax, registered mail, and records), and organizes meetings, appointments, and transfers/trips.

The ideal candidate possesses the following requisites:

- University degree, preferably in the field of humanities.
- At least three years of documented experience in a similar role in multinational companies.
- Previous experience as an executive assistant.
- Working/training experience abroad.
- Excellent knowledge of English and, preferably, of a second foreign language.
- Excellent knowledge of main computer applications (Word, PowerPoint, Outlook, Excel).
- Availability for domestic transfers.

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

Workplace: The selected candidates will work in one of the UPMC Italy sites. When submitting their application, applicants are kindly requested to indicate the reference code according to their preferred location: Palermo (Ref. AA PA/2022) or Rome and other centers (Ref. AA RM/2022).

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

Compliance with mandatory vaccination for the prevention of SARS-CoV-2 infection referred to in art. 4 and 4-ter of Decree 44/2021 (without prejudice to unenforceability of the vaccination obligation resulting from a confirmed risk for personal health due to specific, documented clinical conditions reported by the general practitioner, in compliance with the memorandum issued by the Italian Ministry of Health on exemptions from the vaccine against SARS-CoV-2 obligation, as provided for by art. 4, para. 2, Decree-law 44/2021) is required to take part in this selection.

Only applicants not excluded under the provisions articulated 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 English.

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

The Company declines any responsibility for non-delivery of communications due incorrect e-mail addresses provided by applicants upon submitting their on-line applications.

The deadline to submit the applications is **February 24, 2022**.

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 all qualifications stated in the on-line application. 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 CV will be processed by UPMC Italy and IRCCS ISMETT in their capacity of joint controllers 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.ismett.edu/en/ on the "Career at ISMETT" page and at www.upmcitaly.it/en/ on the "Work With Us" page.