

We are looking for a: **Receptionist (Part-time)** for Barcelona office

About us:

SOLTI is an academic research group that performs clinical trials of excellence in oncology. Currently, SOLTI is comprised of over 400 renowned research professionals distributed over a broad network of more than 110 leading hospitals in Spain, Portugal, France and Italy.

SOLTI focuses its efforts on developing cutting-edge clinical trials with novel targeted therapeutics including innovative translational research, fostering the participation of research into cancer in international networks and promoting excellence in the management of cancer among their members.

Get to know us at: www.gruposolti.org

Main responsibilities:

- Greet and welcome guests.
- Answer and forward incoming phone calls.
- Arrange couriers.
- Receive and distribute daily mail/deliveries.
- Arrange travel and accommodations.
- Support in office supplies.
- File important documents and keep them well organized.

We are looking for:

- Proven work experience as a Receptionist, Front Office Representative or similar role.
- Advanced English level.
- Certificate of Higher Education (HNC) in Administration.
- Solid written and verbal communication skills.
- Ability to be resourceful and proactive when issues arise.
- Excellent organizational skills.
- Multitasking and time-management skills, with the ability to prioritize tasks.

What we offer:

- Join a nonprofit organization with cutting-edge projects and high social impact, with an interesting clinical studies pipeline in a close work environment and teamwork mindset.
- Extra benefits, attractive office location and a great team. This is a part-time position.

Should you be interested:

Please send your resume to recursos.humanos@gruposolti.org

Our team will review your application and will contact you in case your profile fits with the requirements for the position.