

# We are looking for a:

## **Office Administrator**

### Full-time position

#### **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.

#### **Main responsibilities:**

- Greet suppliers and visitors. Answer and forward incoming phone calls.
- Arrange travel and accommodations.
- Coordinating office activities and operations to secure efficiency and compliance to company policies
- Keep stock of office supplies and place orders when necessary
- Review and approve expense settlements and invoices according to the internal policy.
- File important documents and keep them well organized.
- Optimize office's expenses and perform supplier evaluation by comparing service provision and negotiating conditions.
- Submit timely reports and prepare presentations/proposals as assigned
- Participation in the onboarding process providing general information required to function effectively within the organization.
- Administrative support to the finance area

#### **We are looking for:**

- Proven work experience as an Office Administrator, Front Office Representative or similar role.
- Advanced English level.
- Technician in Administration in Finance.
- Excellent organizational and leadership skills.
- Outstanding communication and interpersonal abilities.
- Excellent knowledge of MS Office and office management software

#### **What we offer:**

- Join a nonprofit organization with cutting-edge projects and high social impact, with an interesting clinical studies pipeline, where PM is key for clinical project teams, in a close work environment and teamwork mindset.
- Indefinite contract, remuneration according to the position with extra benefits, attractive location of the office and a great team.

#### **Should you be interested:**

Please, send your resume to [recursos.humanos@gruposolti.org](mailto: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.