

We are looking for a: **Communication Administrator (part-time)** Barcelona Office

About us:

SOLTI is an academic research group that performs clinical trials of excellence in oncology. Currently, SOLTI is comprised of over 480 renowned research professionals distributed over a broad network of more than 110 leading hospitals in Spain, Portugal, France and Ireland.

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

Get to know us at: www.gruposolti.org

Currently we're looking for a **part-time Communication Administrator** to join our Communication Team.

Main responsibilities:

Providing administrative support to the three main areas of the Department - Medical Education, Patients training and Press & Corporate communications - the candidate will mainly assist the team in the management and report of pharmaceutical sponsorship contracts, preparation of documents prior to meetings, members and patients' database management, new association inquiries management, donations follow-up and merchandising inventory maintenance.

Requirements and skills:

- Specific diploma in administration or secretarial studies (Vocational Education and Training or Certificate of Higher Education).
- Proven experience as an Administrative Assistant or similar role (minimum 1 year), preferably in a Communication or Marketing Department. Prior experience in the Pharmaceutical Industry will be a plus.
- Experience/interest in social media and events.

- Advanced computer skills (e.g., Outlook, OneDrive, Microsoft Office: Word, Excel, PowerPoint, etc.). Familiarity with CRM software and e-mail marketing platforms such as Sendinblue will be a plus.
- Intermediate English level (B2).
- Outstanding communication and interpersonal abilities.
- Organizational skills.
- Strong attention to detail.

What we offer:

The possibility of joining an organization with cutting-edge projects and high social impact.

We offer work life balance, possibility to work homebased up to 3 days per week, flexible work schedule, extra benefits, attractive office location and a great people team.

Should you be interested:

Please send your resume to:
seleccion@gruposolti.org

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

SOLTI is an employer committed to Equal Opportunities regardless of sex, gender, sexual orientation, race, age, origin or disability.