

CGU Stella Junior 2023
Mobility and training programme for students

PLACEMENT OFFER UDC01J

INFORMATION ON THE HOST UNIVERSITY

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| Name of the institution | University of A Coruña. |
| Address | Maestranza, 9. 15001 A Coruña, (Spain). |
| Telephone | +34 881 01 3634. |
| Web | https://www.udc.es/en . |
| Short description | The University of A Coruña was founded in 1989. As a public service, the University of A Coruña is open to the society in general. The University of A Coruña is a modern, innovative and dynamic university. It actively encourages integral training and education through specific programmes covering the areas of culture, cooperation, equality, languages and technology. The University of A Coruña has campuses in A Coruña and in Ferrol, two beautiful coastal cities in the Northwestern Spain. Together, these two cities form Galicia's most dynamic cultural and economic area. |

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| Department | Support services for research (SAI) of the University of A Coruña are made up of a set of specialised services capable of providing support for scientific, technical and humanistic research, and with an instrumental, technical and human resources endowment that, either by their own characteristics or by the scope of their application, exceed the needs of a Centre or Department at Uni. Their function is to rationally organise the use of these resources for research tasks. |
| Description of the activities | <ul style="list-style-type: none"> • Support in the analysis of expenses and income by means of stock control and resource optimization techniques. • Support in the administrative management of maintenance contracts, purchases and suppliers. • Support in the negotiation with suppliers and elaboration of technical documentation for public tendering. • Assistance in the preparation of reports and statistics in economic matters. • Budget control for better resource management • Organization of general purchases for the SAI labs according to previous stock and cost forecasts. |
| Working languages | Spanish / English. |
| Working place | Laboratory Coordination Unit. |
| Mobility period | To be agreed with the candidate. |
| Length | To be agreed with the candidate. Minimum 15 calendar days. |
| Daily working hours | 4 hours. |

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| No. of placements offered | 1. |
| CURRICULAR PROFILE OF THE CANDIDATE | |
| Academic title | Degree. |
| Required experience | No. |
| Required skills | <ul style="list-style-type: none">• Eager to learn and improve management skills.• Collaborative attitude and creative thinking in order to solve daily challenges at non-predictable environment.• Interested in R & D. |