UNIVERSITAT DE BARCELONA

Felix Ritort
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Small Biosystems lab
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Universitat de Barcelona
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LAB MANAGER JOB OFFER

The **Small Biosystems Lab** is seeking a lab manager to work with his PI Prof. Felix Ritort to run all lab activities and obligations of Prof. Ritort. Candidates should be ready to provide the technical, organizational, and operational conditions that allow researchers to conduct their experiments effectively. We seek a proactive, organized, and independent professional to coordinate the administrative and operational activities of an experimental biophysics laboratory. The successful candidate will provide administrative and management support for ongoing research projects funded by the Spanish government, AGAUR (ICREA Academia and SGR 2025), the EU Marie Sklodowska-Curie Doctoral Network MECHANISM, the Human Frontier Science Program (HFSP), and an ERC Advanced Grant 2025.

Main responsibilities: Manage laboratory tasks, from supplies handling and purchasing, and maintenance; support the Principal Investigator (PI) in all administrative tasks; organize scientific visits and travel arrangements; assist in recruitment and preparation of employment contracts; and coordinate with UB research administration.

Required skills: Excellent organizational and communication abilities, autonomy, initiative, attention to detail, and good knowledge of Spanish, Catalan and English. Documented experience and studies in administration/research management, post-secondary education or professional training in the scientific environment.

Job conditions: Part-time job 20-25 hours/week; Gross annual salary: 22500-28500 Euros. Initial six-month contract, renewable annually subject to satisfactory performance. Negotiable part-time and salary conditions. Expected start date: February–April 2027 (early availability preferred).

If you are interested, please send an email with CV and motivation letter to ritort@ub.edu,fritort@gmail.com and i.pastordelcampo@gmail.com

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