## JOB OFFER

<table>
<thead>
<tr>
<th>Position in the project:</th>
<th>Administrative Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job type (employment contract/stipend):</td>
<td>Employment contract</td>
</tr>
<tr>
<td>Remuneration</td>
<td>The remuneration is negotiable and will depend on the candidate’s qualifications and experience.</td>
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<tr>
<td>Position starts on:</td>
<td>February 2021 or later</td>
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<td>Maximum period of contract/stipend agreement:</td>
<td>until 30 April 2023</td>
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<tr>
<td>Institution:</td>
<td>Centre of New Technologies, University of Warsaw</td>
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<tr>
<td>Project leader:</td>
<td>Konrad Banaszek</td>
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<td>Project title:</td>
<td>Quantum Optical Technologies</td>
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<tr>
<td>Project description:</td>
<td>The aim of the project is to establish the Centre for Quantum Optical Technologies (QOT) the International Research Agenda Unit whose mission is the exploration of specifically quantum phenomena, such as superpositions and entanglement, to develop new modes of quantum information processing and transmission, metrology, sensing, and imaging with long-term prospects of their practical utilisation.</td>
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</table>

### Key responsibilities include:

1. to provide administrative operational support to the employees;
2. to receive, sort and distribute daily mail/deliveries;
3. to keep and update various databases;
4. to manage flow of various documents;
5. to attend selected management, committee and other meetings to take minutes, gather information;
6. to organise meetings, business trips, visits of foreign guests;
7. to collect offers from suppliers;
8. to provide support in the calculation of the business trips costs;
9. to create relevant reports upon request;
10. to prepare documentation related to implemented project;
11. to assist proper functioning of the Centre for Quantum Optical Technologies

### Profile of candidates/requirements:

1. excellent organizational and time management skills;
2. good written and oral communication skills in English and in Polish;
3. attention to detail and accuracy;
4. excellent oral and written communication skills;
5. can-do, proactive and problem solving attitude;
6. good knowledge of MS Office: Excel, Word, PowerPoint;
**Required documents:**

1. Curriculum vitae;
2. Consent clause for processing personal data in the application process, signed and scanned, or electronically signed, that can be downloaded from [http://qot.cent.uw.edu.pl/positions/](http://qot.cent.uw.edu.pl/positions/)
   (documents should be sent to qot-jobs@cent.uw.edu.pl as pdf files attached to a single e-mail message)

**We offer:**

1. Participation in setting up a new research centre in quantum technologies;
2. Work in an open and friendly international environment;
3. Close collaboration with foreign institutions

**Please submit the following documents to:**

Please submit the application documents to e-mail address: qot-jobs@cent.uw.edu.pl

Please use “Administrative Assistant” in the subject line of the message.

**Application deadline:**

10th January 2021