



Center of Plant Systems Biology and Biotechnology
139 Ruski Blvd., Plovdiv 4000, Bulgaria
E-mail: secretary@cpsbb.eu

The Center of Plant Systems Biology and Biotechnology (CPSBB) offers the following position:

Cashier

Occupation: Full-time

Period: Fixed-term contract, probation period of 6 months, possibility of extensions

Place: Plovdiv, Bulgaria

Apply no later than: February 26, 2017

CPSBB is a newly established research center in Plovdiv, Bulgaria, with the financial help of the H2020 project PlantaSYST (Teaming), the Bulgarian Government, and the Municipality of Plovdiv. CPSBB's mission is to position itself at the forefront of plant sciences in Bulgaria and South-East Europe. This will be achieved by building on the research and technological excellence of two advanced partners from Potsdam, Germany: the University of Potsdam and the Max Planck Institute of Molecular Plant Physiology, Potsdam-Golm. Cutting-edge functional genomics, metabolomics and bioinformatics will be adopted to unravel the regulatory codes and metabolic pathways that govern plant development, stress physiology, and the production of valuable metabolites with potential market applications. The service-oriented CPSBB administration is designed to function efficiently following the example of the German partners. CPSBB is equal opportunity employer.

Job Requirements:

- University degree. 5 years of experience. Economics qualification is of advantage
- Knowledge of cash and transaction operating systems
- Bulgarian and English language skills; German is advantageous
- Very good knowledge of the Scliper program
- Experience of advanced administration and extensive knowledge of MS Office

Main responsibilities:

- Process sales, exchanges and refunds efficiently, accurately and quickly in all payment methods
- Managing the Cashiers daily schedules in liaison with the management team
- Open and close main and auxiliary tills, respectively open and close the CASH
- Ensure security measures are taken and that Cashiers are updated regularly
- Complete other tasks as necessary to support the overall Center

We offer

- Fast changing and growing scientific environment. Opportunity to build and develop. Career development in an international research institute
- A competitive remuneration package
- Funding is available immediately

Deadline for application

The application deadline is 26.2.2017. Applicants are encouraged to apply as soon as possible as the position will remain open until filled by a suitable candidate. Interested applicants should send the following documents:

- CV
- letter of application, mentioning the position you apply for and the motivation to apply
- Recommendation(s) by former employers

You can apply for this job **no later than 26 February 2017** by e-mail (secretary@cpsbb.eu).