



Vipavska cesta 13, 5000 Nova Gorica

University of Nova Gorica announces the following job vacancy:

### **1. SECRETARY**

Candidates will be expected:

- at least secondary education level in administrative, management or other general fields
- sound working knowledge of English, Italian and/or other languages. Basic knowledge of Slovene will be an asset.
- management of basic ICT skills (e-mail, Word, Excel, Internet, ...)
- accuracy, communication, autonomy

The selected candidate will perform secretarial and organizational work, part time-32 hours per week. Work will be carried out mainly at the premises of the doctoral program in *Economics and Techniques for the Conservation of the Architectural and Environmental Heritage* in Venice.

*Expected start of the employment is 1.6.2014 to 30.4.2015.*

Written application with related documentation of eligibility should be sent to: University of Nova Gorica, Vipavska 13, 5000 Nova Gorica. The call is open until 30. 5. 2014.

Applications and contacts:

Tea Stibilj Nemeč, phone: 05-33 15 261 e-mail: [tea.stibilj.nemec@ung.si](mailto:tea.stibilj.nemec@ung.si)