



The Vall d'Hebron Research Institute (VHIR) is a public sector institution that promotes and develops the research, innovation and biosanitary teaching of the Vall d'Hebron University Hospital. Through the excellence of our research, we identify and apply new solutions to the health problems of society and we contribute to spread them around the world.



In April 2015, the **Vall d'Hebron Research Institute (VHIR)** obtained the recognition of the European Commission **HR Excellence**.

This recognition proves that VHIR endorses the general principles of the **European Charter for Researchers and a Code of Conduct for the Recruitment of Researchers (Charter & Code)**.

Thus, there are no restrictions of gender, national origin, race, religion, sexual orientation or age and **candidates with disabilities are strongly encouraged to apply.**



Administrative assistant Spine Surgery Unit

VHIR offers vacancy/vacant position for an **Administrative assistant** within the [Spine Surgery Unit](#).

JOB DESCRIPTION

Education and qualifications:

Required:

- Higher Level Training Cycle (CFGS) in Administration (FP II).
- High level of English (minimum Advanced - CAE or equivalent).

Experience and knowledge:

- Administrative management, if possible, experienced in supporting research.
- Fluent English.
- Methodical, well-organized and highly motivated person.

Main responsibilities and duties:

- Support Spine Surgery Unit with administrative management tasks.
- Meeting organization support.
- Invoices, payments and contracts management.

Labour conditions:

- Partial-time position (08:00-14:00).
- Gross annual salary: 13.500€.
- Contract length: temporary (1 year).

HOW TO APPLY

Applicants should submit a full Curriculum Vitae and a cover letter with the reference **Administrative assistant** ESSG to the following email addresses: 24361fpu@comb.cat, albavilacasademunt@gmail.com and seleccio@vhir.org before 13.04.2017