



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 Cardiovascular diseases

Vall d'Hebron Research Institute (VHIR) is a public sector institution located in Barcelona (Spain) that promotes and undertakes innovative biomedical research at the University Hospital Vall d'Hebron. VHIR is focused on finding solutions to the health problems of citizens, and aims to contribute to scientific, educational, social and economic development within its specialist fields around the world

VHIR offers vacancy/vacant position for an Administrative Assistant within cardiology service. More information about our group can be found here: [http://www.vhir.org/portal1/area.asp?t=biologia-vascular-i-metabolisme-vam\)&s=recerca&contentid=186836](http://www.vhir.org/portal1/area.asp?t=biologia-vascular-i-metabolisme-vam)&s=recerca&contentid=186836)

### JOB DESCRIPTION

#### Education and qualifications:

##### Required:

- High School Degree (Bachillerato) or Higher Level Training Cycle (CFGS) in Administration.
- Knowledge of Word and Excel, intermediate level.

#### Experience and knowledge:

##### Required:

- Advanced knowledge of Excel (dynamic tables) will be very positively valued
- Well-organized person, methodical and with care of his/her responsibilities

#### Main responsibilities and duties:

- Writing and sending mails / letters
- Updating and maintenance of databases
- Reception of delivery notes and invoices.

- Archive
- In general, the specific tasks to the work place

### Labour conditions:

- Part-time position (20h/week).
- Starting date: Immediatly.
- Length of the contract: until end of the project.
- Gross annual salary: 7.575,00 euros.

### How to apply:

Applicants should submit a full Curriculum Vitae and a cover letter with the reference: "Admin" to the following email addresses: [mruizmeana@gmail.com](mailto:mruizmeana@gmail.com) and [seleccio@vhir.org](mailto:seleccio@vhir.org).