



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

Unitat de Recerca en Neurotraumatologia i Neurocirurgia, UNINN

VHIR offers vacancy/vacant position for an Administrative Assistant within the Unitat de Recerca en Neurotraumatologia i Neurocirurgia. More information about our group can be found [here](#)

JOB DESCRIPTION

Education and qualifications:

Required:

- FP2 or equivalent

Experience and knowledge:

Required:

- Knowledge in Microsoft Office applications (especially in Access).
- Good communication skills and fluency in read and written English.
- Proactive, dynamic and outstanding organizational skills are required.

Main responsibilities and duties:

- Management of an internal database (Microsoft Access)
- Control and data entry using different software platforms
- Copying, scanning and storing documents
- Writing and sending mails / letters

Labour conditions:

- Partial time position (6h/week).
- Length of the contract: 6-month contract (options to renew)
- Starting date: immediately.
- Gross annual salary: 2.869,52 €

How to apply:

Applicants should submit a full Curriculum Vitae and a cover letter with the reference "AD2019" to the following email addresses: segura@neurotrauma.net and seleccio@vhir.org.