



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 PNEUMOLOGY RESEARCH GROUP

VHIR offers a vacant position for an Administrative within the Pneumology group integrated in the Research Area of Immunomediated Diseases and Innovative Therapies. More information about our group can be found [here](#).

JOB DESCRIPTION

Education and qualifications: medical science with expertise in research

Required:

- “Formacion profesional de grado superior FP II”

Experience and knowledge:

Required:

- Experience in health care.
- Coordination ability
- High English level
- Experience in English review

Desired:

- Native English
- Experience in coordinating research activity

Main responsibilities and duties:

- Assistance Management of work Email:
- Assistance in management of calendar
 - a. Deadlines of research and educational work
 - b. Appropriate organization of clinical and research/educational calendar
- Assistance in management of travels
- Assistance with internal communication (within research groups)

- Management of Invoices related to research work
- CV update with talks, publications, projects
- English review: publications / projects

Labour conditions:

- Part-time position (5h/week). Potentially extensible to 10hr/week in the future
- Starting date: February 2020.
- Length of the contract: 1 april 2020
- Gross annual salary: 2.323,63€

HOW TO APPLY

Applicants should submit a full Curriculum Vitae and a cover letter with the reference ” **ADMINISTRATIVE**” to the following email addresses: eva.polverino@vhir.org and seleccio@vhir.org.