



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 Research Group

VHIR offers vacancy/vacant position for an Administrative assistant within the Cardiovascular Diseases Research Group. More information about our group can be found here: <http://www.vhir.org/portal1/grup-equip.asp?t=malalties-cardiovasculars&s=recerca&contentid=186805>

#### JOB DESCRIPTION

##### Education and qualifications:

###### Required:

- Certificate of Intermediate Education (FPI/CFGM) in Administration or similar

##### Experience and knowledge:

###### Required:

- Proficiency in Microsoft Excel (PivotTables)
- Native/bilingual level in Catalan
- Intermediate level in English: First certificate.
- Knowledge/experience with Pubmed search engine
- Training related to biomedical sciences and / or communications will be valued very positively
- Motivation to join the team as a support member
- Excellent communication skills

##### Main responsibilities and duties:

- Updating and maintaining Databases.
- Reception of delivery notes and invoices.
- Search for articles in PubMed
- Archive management/control
- Give support in writing emails, letters, applications, scientific reports and press releases.
- Give support in the communication section of the cardio service for Events / Congresses (writing sponsorship dossiers, etc.)

- Any additional tasks specific to the workplace.

### Labour conditions:

- Temporary contract
- Part-Time position (20 hours per week)
- Annual gross salary: 7.745,44€ (12 monthly payments)
- Starting date: immediate

### What can we offer?

- Incorporation to Vall d'Hebron Research Institute (VHIR), a public sector institution that promotes and develops the biomedical research, innovation and teaching at Vall d'Hebron University Hospital (HUVH), the biggest hospital of Barcelona and the largest of Catalan Institute of Health (ICS).
- A scientific environment of excellence, highly dynamic, where high-end biomedical projects are continuously developed. Challenging tasks and a wide range of responsibilities.
- Challenging tasks, continuous learning and motivating environment..
- Personal training opportunities.
- Flexible working hours.
- 23 days of holidays + 9 personal days.
- Flexible Remuneration Program (including dining checks, health insurance, transportation and more).

### How to apply:

Applicants must submit a full Curriculum Vitae and a cover letter with the subject heading "**Aux. Admin.**" to the following email addresses: [mteresa.fernandez@vhir.org](mailto:mteresa.fernandez@vhir.org) and [seleccio@vhir.org](mailto:seleccio@vhir.org)