



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.**

# OFERTA PARA ADMINISTRATIVO

## GRUPO DE INVESTIGACION EN INFECCIONES RESPIRATORIAS- NEUMOLOGIA

Oferta part-time para administrativo

### 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 Administrative skills
- Experience in software applications (office, gmail, outlook, teams, zoom, reference manager or similar, doodle, google calendar, dropbox, etc)
- Experience in management of Calendar and document edition/classification
- High English level

##### Desired:

- Native English
- Experience in coordinating research activity

#### Main responsibilities and duties:

1. Management of work Email:
2. Management of calendar
  - a. Deadlines of research and educational work

- b. coordination of clinical /research/educational activities
- 3. Assistance in management of travels
- 4. Assistance with research work coordination (within research groups)
  - a. Invoice preparation
  - b. Communications
  - c. Meeting organization
- 5. Document management: CV updating, reference management, slides correction, etc

#### Labour conditions:

- Part-time position (20h/week).
- Starting date: 10 January 2022.
- Length of the contract: 6 months minimum(extensible)
- Gross annual salary: 12634.36 euro

#### How to apply:

Applicants should submit a full Curriculum Vitae and a cover letter with the reference "PMP researcher" to the following email addresses: [eva.polverino@vhir.org](mailto:eva.polverino@vhir.org) and [seleccio@vhir.org](mailto:seleccio@vhir.org).