



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.



HR EXCELLENCE IN RESEARCH

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**).

VHIR embraces Equality and Diversity. As reflected in our values we work toward ensuring inclusion and equal opportunity in recruitment, hiring, training, and management for all staff within the organization, regardless of gender, civil status, family status, sexual orientation, religion, age, disability or race.

Administrative

Cardiovascular Diseases Research Group

VHIR offers vacancy/vacant position for an Administrative 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-cardiovasculares&s=recerca&contentid=186805>

JOB DESCRIPTION

Education and qualifications:

Required:

- Intermediate Vocational Training within the field of Business Administration or Bachelor's Degree in Business Administration or similar.
- Fluency in Catalan and Spanish.
- English First Certificate level.

Desired:

- Good command of MS Office - Excel (dynamic tables).
- Ability to work independently and responsible
- Attention to detail and well-organized

Experience and knowledge:

- Motivation and interest in the position and institution.
- Previous experience related to the tasks of the position will be valued.



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Main responsibilities and duties

- Register, process and transmit documents, invoices, emails and any other type of information.
- Management of purchases procedures
- Introduction and updating of databases (personnel, projects, publications...)
- Give support in the management of congresses and courses carried out by the Cardiology Service.
- Staff and speakers' travels management.
- Process and carry out the administrative management in the presentation of documents in different organizations and public administrations in the required term and form.

Labour conditions:

- Full-time position: 40h/week
- Starting date: as soon as possible.
- Gross annual salary: 18.589,05 euros (Remuneration will depend on experience and skills. Salary ranges are consistent with our Collective Agreement pay scale)

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.
- Continuous learning and a wide range of responsibilities within a stimulating work 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).



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How to apply:

Applicants should submit a full Curriculum Vitae and a cover letter with the reference Administrative Cardiology to the following email addresses: mteresa.fernandez@vhir.org and seleccio@vhir.org



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