



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 and Financial Assistant – ERN EuroBloodNet

### Rare Anemias Disorders Research Laboratory

The University Hospital Vall d'Hebron is highly specialized in rare diseases on a Regional, national and international level with its recent incorporation as full member of 20 of the 24 European Reference Networks (ERN).

ERN-EuroBloodNet, [www.eurobloodnet.eu](http://www.eurobloodnet.eu), the ERN dedicated to Rare Hematological Diseases (RHD), currently consists of 96 healthcare-providers from 14 Member States, with important interactions with patient groups covering those conditions. ERN-EuroBloodNet coordination is based at three main hubs: St. Louis Hospital (Paris) especially for the oncological medical direction, ERASME Hospital (Brussels) especially for the non-oncological medical direction, and Vall d'Hebron University Hospital- Vall d'Hebron - Institut de Recerca (Barcelona) for the scientific direction. The ERN-EuroBloodNet coordination hub based in Barcelona is led by Dr Mañú Pereira, head of the Rare Anemia Disorders research lab within the “CANCER Y ENFERMEDADES HEMATOLOGICAS INFANTILES” group.

Our research strategy is focused on the development and validation of innovative methodological approaches for better characterization of patients affected by rare anemia disorders according to their individual features to allow personal risk profiles and personalized medicine.

In this context, we are looking for a responsible Administrative and Financial Assistant who will support the team of the Rare Anemias Disorders Research Line for the smooth running of operations in all projects. Duties of the Administrative Assistant will include providing support to our managers and employees, assisting in daily office needs and managing our general administrative activities.



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## JOB DESCRIPTION

### Education and qualifications:

#### Required:

- University degree in Accounting or Business
- Proven experience as an administrative assistant
- Fluent (spoken and written) English

### Experience and knowledge:

#### Required:

- Proficiency on Excel (advanced skills) and MS suite
- An experience with financial management of projects funded by the European Union
- An analytical mindset with problem-solving skills
- Ability to multi-task and prioritize the work
- Strong time management skills
- Excellent written and verbal communication skills
- Strong attention to detail
- An easy-going person with human qualities, able to interact with a variety of people

### Main responsibilities and duties:

- Follow expenses, submit and reconcile financial reports, handle invoices and payments
- Support the team in its day-to-day organization, in particular administrative processes (reimbursements, travel arrangements...) and other clerical duties
- Order supplies and work on public tenders
- Plan meetings and take detailed minutes
- Develop and maintain a filing system
- Follow up revision of legal contracts with partners



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### Labour conditions:

- Full time position (40 h week, from Monday to Friday) based in Vall d'Hebron Research Institute
- Start: Immediately
- Temporary contract, 24 months
- Gross annual salary: 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).

### How to apply:

Applicants should submit a full Curriculum Vitae and a cover letter with the reference “Administrative and Financial Assistant – ERN EuroBloodNet” to the following email addresses: [claire.diot@vhir.org](mailto:claire.diot@vhir.org) and [seleccio@vhir.org](mailto:seleccio@vhir.org)