



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.

Clinical Trials Assistant (CTA)

USCE

VHIR offers a position as a Clinical Trials Assistant (CTA) within the USCE unit.

JOB DESCRIPTION

Education and qualifications:

Required:

- Certificate of Higher Education (CFGS/FPII): preferably within administration area.
- Good written and oral communication skills in Catalan, Spanish and English

Desired:

- Specific training in administrative management of clinical trials (CTA)

Experience and knowledge:

Required:

- Specific training and /or experience in administrative management of clinical trials (CTA)
- Good command of MS Office and other computer tools.
- Personal skills: well-organized, ability to work responsibly and with the ability to work under tight deadlines. Team player with excellent interpersonal skills.

Desired:

- Specific training and/or experience in CTIS.



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Main responsibilities and duties:

- Receive and review all documentation related to requests for ethical evaluation of clinical trials, clinical research or research projects.
- Register (physically and electronically) the specific documentation resulting from the activity of the unit and keep updated the corresponding records.
- Ensure the appropriate implementation of the established administrative procedures, both for the management of data entry and for its distribution and recording.
- Return the assessments resulting from the evaluation of the CEIC to the agents involved in the research projects.
- Provide advice to investigators, sponsors and CROs on administrative procedures (requirements, procedures, documentation) to be made in the presentation of evaluation applications to the CEIC.
- Handle all outgoing or incoming correspondence
- Telephone assistance to sponsors, CROs and investigators.
- Ensure that the activities are carried out in accordance with the requirements established in the procedures of the quality system of the unit, promoting and implementing the continuous improvement in its field of action.

Labour conditions:

- Full-time position: 40h/week.
- Starting date: immediately
- Gross annual salary: 20.716,46€. Salary ranges are consistent with our Collective Agreement pay scale
- Contract: Permanent



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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.
- Individual training opportunities.
- Flexible working hours.
- 23 days of holidays + 9 personal days.
- Flexible Remuneration Program (including dining checks, health insurance, transportation and more)
- Corporate Benefits: platform through which you can obtain significant discounts on travel, culture, technology, gastronomy, sports... among many others.

How to apply:

Applicants should submit a full Curriculum Vitae and a cover letter with the reference **“Clinical Trials Assistant-USCE”** to the following email addresses: seleccio@vhir.org

Deadline to apply: 19/04/2023