



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 in **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, nationality, religion, age, disability or race.

HR Administrative assistant

HR Area

The mission of the Human Resources Area is articulated through four strategic pillars:

- Foster individual and organisational development through **talent attraction, training and development strategies**.
- Boost a culture based on **mutual respect, inclusion, diversity and equal opportunities**.
- Foster the **wellbeing** in a comprehensive approach, focusing on the **following** areas: **working conditions, professional wellbeing, interpersonal relations and work-life balance**.
- Provide an **excellence HR service**, providing excellent service on the basis of **efficiency and quality**.

The area of Human Resources comprises two units (a current team of twelve people): The Professional Development Unit and the Labour Relations Unit. The coordination of these units allows a comprehensive management of all Vall d'Hebron Research Institute (VHIR) personnel.

JOB DESCRIPTION

An exciting job opportunity has arisen within the HR Area. We are seeking an **HR Administrative Assistant** to provide administrative support and assist the members of the HR Team with the day-to-day administration in a wide range of challenging projects.

Education and qualifications:

- Certificate of Higher Education (CFGS/FP II) within the field of Business Administration or related field.

Experience and knowledge:

- Minimum of 1 years' experience in administration function and an exposure to a professional services organisation. Passion for administrative tasks and people is essential. Having experience working in HR departments will be an advantage.
- Ability and flexibility to work in a complex environment staying focused on best outcomes and client satisfaction.



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- Proficiency in MS Office tools such as Excel, Word, PowerPoint and Outlook.
- Detail/results oriented and excellent organisation skills.
- Used to prioritise in the context of multiple requests.
- Fluent English and Spanish. Catalan will be valued.

Priority will be given to applications from people who provide a certificate of recognised disability of at least 33%.

Main responsibilities and duties:

The candidate will provide support primarily in the HR administrative functions, ensuring that all the HR procedures are being implemented properly and up to date. Specifically, this support will include:

- **Administrative staff management:** To organise & maintain general personnel files, employment documentation & any other employee related documents (maintenance of the digital file, ID cards, leaves and holidays monitoring, update of new staff in the databases and on the website, etc...). Handle staff data entry in the HR systems, ensuring data quality.
- **Onboarding/Induction:** To provide administrative support in tasks associated with the onboarding and induction of new employees (attendance monitoring, sending documentation, registration for mandatory courses, etc...).
- **Training support:** To provide administrative support in the organisation and development of training activities promoted by the institution addressed to all employees (courses registrations, awarding of diplomas, filing diplomas..., etc.)
- **HR Projects assistance:** Assist project-related activities, such as, scheduling meetings, sending information to stakeholders, assist in projects' sessions, among others.



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Labour conditions:

- Full-time position (40h/week)
- Starting date: As soon as possible.
- Contract: Permanent.
- Gross annual salary: Salary is commensurate with qualifications and consistent with our Collective Agreement pay scales

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)
- 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 Compensation Programme (including meal card, health insurance, transportation and more)
- Corporate Benefits

How to apply:

Applicants should submit a full Curriculum Vitae and a cover letter with the reference “Adm HR” to the following email addresses: seleccio@vhir.org