



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.

Administrative support

Purchase and Biddings Unit

The VHIR has to fill a vacancy of bidding technician within the Purchase and Bidding Unit. This unit supports and manages all public bidding procedures, as well as the rest of outsourcing services, purchase of supplies, purchase of equipment or other types of supplies that are necessary to acquire through research projects and clinical trials developed at HUVH and VHIR. This unit is intended to manage and supervise the economic and financial resources of VHIR.

VHIR is looking for an administrative support to the area of purchase in the administrative management of its activity.

JOB DESCRIPTION

Education and qualifications:

Required:

- Intermediate Vocational Training within the field of Business Administration

Experience and knowledge:

- Experience in administrative tasks.
- Good command of MS Office and other computer tools.
- Good command of Catalan (C level), and Spanish.
- Personal skills:
 - Ability to work independently.
 - Well-organized person at work.
 - Responsible person at work.



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Main responsibilities and duties:

- Resolving incidents with supplier invoices (returns, internal-external billing errors, rejections, requesting the return of an undue amount).
- Integral management in the processing of payments through PROFORMA invoice, and accounting of the final invoice.
- Support in taking calls.
- Register of receipts / voluntary receipts of advance payments.
- Provide assistance to suppliers, in the claims of invoices pending payment.
- Give support in the management of administrative compatibility certificates.
- Give support in all tasks entrusted by his/her manager.
- Carrying out the activities defined in accordance with the established procedures, and if applicable, participate in their updating.
- Ensure that the activities are carried out in accordance with the requirements established in the procedures of the quality system of the Unit, promote and implement the continuous improvement in its field of action.

Labour conditions:

- Full-time position (40h/week).
- Gross annual salary: starting from € 18,589,05 (Remuneration will depend on experience and skills. Salary ranges are consistent with our Collective Agreement pay scale)
- Immediate incorporation
- Permanent contract



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How to apply:

Those interested send CV and the cover letter with the reference "*Suport Administratiu Licitacions i Compres*" to the following email address: seleccio@vhir.org

Deadline to apply: 02/05/2023