



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.

Purchasing Technician

Purchase and Biddings Unit

Vall d'Hebron Research Institute (VHIR) is a public sector institution, located in Barcelona (Spain) that promotes and develops innovative biomedical research at the University Hospital Vall d'Hebron. VHIR is oriented towards finding solutions to the health problems of the citizens and has the will to contribute to the scientific, educational, social and economic development within its area of competence.

VHIR offers a Purchasing Technician position to be a part of the Economic Management Unit.

JOB DESCRIPTION

Education and qualifications:

Required:

- Bachelor's degree in Economics and/or Business Administration and Management

Experience and knowledge:

- Minimum of 2 years' experience in a where Department of Purchasing or Administration.
- Direct experience with clients/providers and accounting.
- Experience within the Public Sector and/or Research Institutes.
- Autonomy, dynamism and learning ability.
- Business oriented and dedicated to service.
- High level of spoken and written English



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Main responsibilities and duties:

- Invoice accounting.
- Manage telephony.
- Managing the VHIR's fixed assets/inventories.
- Management of customs.
- Management of orders and processing of purchases.
- Resolving incidents (returns, internal and external invoicing errors).
- Provide support for all tasks in his/her area of activity that are entrusted to him/her by the person in charge.
- Carry out the designated activities in accordance with the established procedures and, if necessary, participate in updating them.
- Allocation of bills in public procurement proceedings.
- Update and daily maintenance and archiving of the different databases/tools of the Unit.
- Support to the Purchase and Biddings Unit.
- Ensure that the activities are carried out in accordance with the requirements established in the procedures of the unit's quality system, and promote and implement continuous improvement in their area of activity.

Labour conditions:

- Full-time position: 40h/week.
- Starting date: Immediate.
- Gross annual salary: Starting from € 21.687,23. (Remuneration will depend on experience and skills. 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.
- 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:

Interested candidates should submit a cover letter and a full Curriculum Vitae with the reference "Purchasing Technician" to the following email address: seleccio@vhir.org

Deadline to apply: 17-05-2023