



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.

Receptionist

General Services and Infrastructures

The Vall d'Hebron Research Institute (VHIR) offers a Receptionist position to the General Services and Infrastructures Unit. This unit is in charge of the maintenance of common areas and laboratories of the VHIR.

JOB DESCRIPTION

Education and qualifications:

Required:

- Certificate of Medium Education (CFGM/FPI)
- B2 English certificate
- C1 Catalan certificate

Desired:

- University education

Experience and knowledge:

Required:

- At least 6 months carrying out auxiliary tasks of administrative support in receptions or similar.
- Experience in using Microsoft Office (Word, Excel...).
- Experience performing customer service tasks.
- Experience in hospital environments (contact with medical/researcher staff).
- At least 1 year doing customer service and in front of the public.
- Ability to perform tasks that require physical effort.



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Desired:

- Experience filling systems to store laboratory samples in liquid nitrogen.
- Experience in the health sector as a receptionist.
- The candidate's references in previous jobs will be considered.

Main responsibilities and duties:

- Attend to the public that comes to the reception of the different VHIR buildings, as well as manage calls and other auxiliary procedures.
- Support all the VHIR staff in auxiliary tasks that are necessary (messaging, reception, transfers...).
- Supervise laboratories and freezers daily in different locations. Following the action protocols in case of alarms.
- Control the levels of the liquid nitrogen tanks.
- Assist the laboratories and common rooms in the installation of new equipment.
- Control of access to VHIR buildings by means of security lists (entrances and exits of authorized personnel).
- Manage internal mail.
- Take samples, documentation and various materials.
- I support the logistics of the department.
- Receive and distribute the VHIR package.
- In the field of customer service:
 - Assist by phone all internal and external VHIR clients.
 - Manage the meeting rooms of all the VHIR buildings and, when necessary, the meeting rooms of the Hospital.
- In the field of messaging:
 - Manage messaging and mail.
 - Register incoming and outgoing documents on paper.
- Maintain the material warehouses of each building in optimal conditions.
- Carry out the designated activities in accordance with established procedures.



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Labour conditions:

- Full-time/Part-time position: 40h/week.
- Starting date: immediate/month, year.
- Gross annual salary: 18.976,45 € (Remuneration will depend on experience and skills. Salary ranges are consistent with our Collective Agreement pay scale)
- Contract: Permanent

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 "Receptionist" to the following email address: seleccio@vhir.org

Deadline to apply: 17-05-2023