



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 Purchasing

Biddings and purchasing Unit

We're looking for an administrative support to the purchasing area to help in the administrative management.

JOB DESCRIPTION

Education and qualifications:

Required:

- Certificate of Higher Education (CFGS/FPII) within the field of Business Administration.

Experience and knowledge:

Required:

- Experience in administrative tasks.
- Good command of MS Office (Excel, word) and other computer tools.
- Good command of Catalan (C level) and Spanish.
- Personal skills: well-organized and responsible person at work and ability to work independently.

Main responsibilities and duties:

- Resolution of incidents with supplier invoices (returns, internal - external invoicing errors, rejected, requesting the return of an improper amount).
- Comprehensive management in the processing of payments by PROFORMA invoice, and accounting of the final invoice.
- Registration of vouchers / voluntary receipts of Borrowings.
- Attention to suppliers, in the claims of invoices pending payment.



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- Request and claim for total subscriptions
- Registration of subscriptions in the system.
- Accounting and compensation in payments.
- Manage incidents of blocked invoices.
- Request refunds pending payments.
- Invoice claims from CSUC open files
- Support with the management of administrative compatibility certificates.
- Support all those tasks in his/her area of action that are entrusted to him/her by his/her manager.
- Carry out the designated activities in accordance with the established procedures and, where appropriate, participate in their updating.
- Ensure that the activities are carried out in accordance with the requirements established in the Unit's quality system procedures, promote and implement continuous improvement in its scope of action.

Labour conditions:

- Full-time position: 40h/week.
- Starting date: immediate
- Gross annual salary: 18.960,83 € (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.



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- 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 “**Admin. Purchasing**” to the following email addresses: seleccio@vhir.org

Deadline to apply: 22/05/2023