



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.

Executive Secretary

General Management

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 around the world.

VHIR offers vacant position for an Executive Secretary, in order to give administrative and secretarial support to the General Management and Area Directors, in accordance with the values and goals of the institution.

JOB DESCRIPTION

Education and qualifications:

Required:

- Preferably studies in Business Administration or similar, either degree or advanced vocational training (CFGS).
- Knowledge of Office Package and main tools of email and internet.
- High level of Spanish and Catalan (C1).
- English spoken and written correctly (B2).
- Internal and external customer focus.
- Strong commitment and customer service orientation.
- Proactivity, mainstreaming, teamwork and discretion as core skills.
- Excellent communication, interpersonal abilities, time management, organisational and problem-solving skills.
- Effective management of work under pressure.
- Ability to prioritize tasks as needed and tolerance to workloads.



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Experience and knowledge:

Required:

- At least 5 years of experience performing similar tasks, preferably in medium or large size organisations.

Main responsibilities and duties:

- Efficient management of Directors' agenda
- Telephone assistance
- Elaboration of presentations
- Preparation of the documentation associated with meetings and events
- Travel management
- Managing contacts database
- Physical and digital archive
- Administrative support
- Other tasks entrusted by Directors

Labour conditions:

- Full-time position: 40h/week.
- Starting date: immediate
- Gross annual salary: Remuneration will depend on experience and skills. Salary ranges are consistent with our Collective Agreement pay scale
- Contract: Indefinite contract with a probation period



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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.
- Individual training opportunities.
- Flexible working hours.
- 23 days of holidays + 9 personal days.
- Flexible Remuneration Programme (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.
- Healthy Offering: choose from a variety of wellbeing focused activities to be the healthiest you.

How to apply:

Applicants should submit a full Curriculum Vitae and a cover letter with the reference "Executive Secretary" to the following email address: seleccio@vhir.org

Deadline to apply: 28-06-2023