



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.



Administrative Officer

HR Area

The mission of the Human Resources Area is articulated through four strategic pillars:

- Foster individual and organisational development through **talent attraction, training and development strategies**.
- Boost a culture based on **mutual respect, inclusion, diversity and equal opportunities**.
- Foster **wellbeing** in a comprehensive approach, focusing on the **following areas: working conditions, professional wellbeing, interpersonal relations and work-life balance**.
- Promote **efficiency and quality** by providing an **excellent service**.

JOB DESCRIPTION

An exciting job opportunity has arisen within the HR Area. We are seeking an **HR Administrative Officer** to provide administrative support and assist in the day-to-day administration in a wide range of challenging projects

Education and qualifications:

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

Experience and knowledge:

- Minimum of 3 years' experience in administration function and an exposure to a professional services organisation. Passion for administrative tasks and people is essential. Having experience working in HR departments will be an advantage.
- Ability and flexibility to work in a complex environment staying focused on best outcomes and client satisfaction.
- Proficiency in MS Office tools such as Excel, Word, PowerPoint and Outlook.
- Detail/results oriented and excellent organisation skills.



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.



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- Used to prioritise in the context of multiple requests.
- Fluent in Spanish and Catalan. English will be valued.

Main responsibilities and duties:

The candidate will provide support primarily in the HR administrative functions, ensuring that all the HR procedures are being implemented properly and up to date. Specifically, this support will include:

- **Onboarding/Induction support:** To collaborate and participate in the onboarding and induction process of new employees (attendance monitoring, sending documentation, registration and follow-up for mandatory courses, etc...).
- **Training support:** To provide support in the organisation and development of training activities promoted by the institution addressed to all employees (courses registrations, awarding of diplomas, filing diplomas, indicators monitoring..., etc.)
- **Recruitment assistance:** to support recruiting team with clerical duties.
- **Performance appraisal support:** To collaborate in the coordination and follow-up of the performance evaluation periods.
- **Quality audits support:** To actively participate in the coordination of ISO audits (documentation updating, register and validate documents, SOPs, forms and documents in internal information systems..., etc).
- **Monitor the Institution's database of structural jobs:** To create and maintain the institution's register of permanent positions up to date.
- **HR Projects assistance:** Assist project-related activities, such as, scheduling meetings, sending information to stakeholders, assist in projects' sessions, among others.

Labour conditions:

- Full-time position: 40h/week.
- Starting date: September 2023.
- Gross annual salary: (Salary ranges are consistent with our Collective Agreement pay scale)
- Contract: temporary (possibility of 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.
- 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.
- 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 "**Admin. UDP**" to the following email address: seleccio@vhir.org

Deadline to apply: 25-08-2023