



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**).

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## Administrative and Financial Assistant – Rare Anemias Disorders Research Laboratory

The Vall d'Hebron Research Institute (VHIR) offers a vacant position for an experienced Administrative and Financial Assistant in the Research Group on Rare Anemias Disorders in Barcelona.

Dr Mar Mañú Pereira, head of the Rare Anemias Disorders Research Laboratory, is leading the delivery of several high impactful national and European Research projects.

In this context, we are looking for a responsible Administrative and Financial Assistant who will support the team of the Rare Anemias Disorders Research Line for the smooth running of operations in all projects. Duties of the Administrative Assistant will include providing support to our managers and employees (organization of agendas and meetings, making travel arrangements, assisting the team in expenses reimbursements, dealing with external providers...), assisting in daily office needs (office supply), processing and keeping track of all invoices (expenses and income), and providing additional support on an ad-hoc basis for clerical tasks.



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## JOB DESCRIPTION

### Education and qualifications:

#### Required:

- Bachelor's degree in business or accounting or equivalent professional qualification
- Proven experience as an administrative / financial / personal assistant
- Fluent (spoken and written) English

### Experience and knowledge:

#### Required:

- Strong attention to detail
- Proficiency on Excel and MS suite
- An analytical mindset with problem-solving skills
- Ability to multi-task and prioritize the work
- Strong time management skills
- Excellent written and verbal communication skills
- An easy-going person with human qualities, able to interact with a variety of people

### Main responsibilities and duties:

- Support the team, in particular the head of the lab, in the day-to-day organization (agenda, organization of meetings, drafting of detailed minutes, expenses reimbursements, travel arrangements...)
- Under the supervision of the Operations manager of the group, follow income and expenses, reconcile financial reports, handle invoices and payments
- Order supplies, be in contact with external suppliers, and work on public tenders
- Develop and maintain a filing system and documents to follow up on different activities
- Provide additional support to the team on an ad-hoc basis for clerical tasks



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### Labour conditions:

- Full time position (40 h week, from Monday to Friday) based in Vall d'Hebron Research Institute
- Start: Immediately
- Permanent linked to project
- Gross annual salary: Remuneration will depend on experience and skills. (Salary ranges are consistent with our Collective Agreement pay scale)

### 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.



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### How to apply:

Applicants should submit a full Curriculum Vitae and a cover letter with the reference “Administrative and Financial Assistant” to the following email addresses: [claire.diot@vhir.org](mailto:claire.diot@vhir.org) and [seleccio@vhir.org](mailto:seleccio@vhir.org)

**Deadline to apply: 11/10/2023**