



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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HR Administrative support

Labour Relations unit

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 **well-being** in a comprehensive approach, focusing on the following areas: **working conditions, professional well-being, interpersonal relations and work-life balance**.
- Promote **efficiency and quality** by providing an **excellent service**.

The area of Human Resources covers Talent Attraction and Acquisition, Professional Development/Training, Strategic HR Projects, Personnel Administration and Labour Relations (involving a current team of twelve people). We are seeking an **HR Administrative support** to provide administrative support and assist the members of the HR Team with the day-to-day administration in a wide range of challenging projects.

JOB DESCRIPTION

Education and qualifications:

Required:

- Certificate of Higher Education (CFGS/FPII) within the field of Business Administration or related field.
- Fluent in Catalan, Spanish, English (business level)



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Experience and knowledge:

Required:

- Minimum of 1-year 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.
- Used to prioritise in the context of multiple requests.

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:

- **Personnel administration support:**
 - Organise, maintain and update personnel files, employment documentation & any other employee related documents (maintenance of the digital file, ID cards, leaves and holidays monitoring, update of new staff in the databases and on the website, etc...).
 - Administer staff data entry in the HR systems, ensuring data quality.
 - Process the social security subscriptions, IT, Contrat@.
 - Manage company certificates
 - Support in contracts preparation
 - Control and monitoring of paid leaves



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- Manage identification cards and facilities access
- **On-boarding/Induction:** provide administrative support in tasks associated with the on-boarding and induction of new employees, including:
 - Attendance monitoring
 - Sending documentation
 - Registration for mandatory courses
 - Any other support required
- **HR Projects assistance:** Assist in project-related activities:
 - Scheduling meetings
 - Sending information to stakeholders
 - Assist in projects' sessions
 - Any other support required

Labour conditions:

- Full-time position: 40h/week.
- Starting date: immediate.
- Gross annual salary: 18.000€ – 21.000€ (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).



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- 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 "HR Admin" to the following email address: seleccio@vhir.org

Deadline to apply: 07/11/2023