



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.



Administrative support

Purchase and Biddings Unit

VHIR is looking for an administrative support to the area of purchase in the administrative management of its activity.

Education and qualifications:

Required:

- Certificate of Higher Education (CFGS/FPII).

Experience and knowledge:

- Experience in administrative and accounting tasks.
- Knowledge of Accounting.
- Knowledge of MS Office (Excel, Word)
- Good command of Catalan (C level), and Spanish
- Personal skills:
 - Ability to work independently.
 - Well-organized person at work.
 - Responsible person at work

Main responsibilities and duties:

- Resolving incidents with supplier invoices (returns, internal – external invoicing errors, refused invoices, requesting the return of an undue amount).



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- Integral management in the processing of payments by PROFORMA invoice, and accounting of the final invoice.
- Registration of supporting documents /voluntary receipt of advances.
- Assistance to suppliers, in the claims of invoices pending payment.
- Request and claim of total payments.
- Registration of payments in the Analyze... system.
- Accounting and clearing of payments.
- Manage incidents of blocked invoices.
- Request for refunds pending in payments.
- Claims of invoices of open CSUC files.
- Support with the management of the administrative compatibility certificates.
- Supporting all those tasks in their area of action that are entrusted to them by their manager.

Labour conditions:

- Full-time position: 40 hours/week.
- Immediate incorporation.
- Gross annual salary: 18,589,05 € (The salary ranges are in line with our salary scale of the collective agreement).
- Permanent contract.

What can we offer?



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- 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.
- Oportunitats individuals de formació.
- 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 get important discounts on travel, culture, technology, gastronomy, sport... and many more.
- Healthy offer: choose from a variety of wellness-focused activities to be the healthiest you can be.

How to apply:

Applicants should submit a full Curriculum Vitae and a cover letter with the reference “Administrative Support - Purchase and Biddings Unit” to the following email address: seleccio@vhir.org

Deadline for application: 12-02-2024