



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

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## Administrative

### Internal Strategy Area

VHIR offers a vacant position for an Administrative Manager at the Internal Strategy Area, within the Technical Secretariat Unit.

The Technical Secretariat Unit is responsible for the knowledge management of the Institution as well as the coordination of a wide range of strategic, scientific and institutional activities, such as Strategic planning implementation, institutional evaluations, research performance KPIs and the global support in the development and monitoring of the global institutional structure.

#### JOB DESCRIPTION

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

#### Education and qualifications:

##### Required:

- Studies in Business Administration or similar, either degree or advanced vocational training (CFGS).
- Proficiency in MS Office tools such as Excel, Word, PowerPoint and Outlook.
- High level of Spanish and Catalan (C1)
- English spoken and written correctly (B2).
- Strong commitment and customer service orientation (internal and external)
- Proactivity, mainstreaming, teamwork and discretion as core skills
- Excellent communication, interpersonal abilities, time management, organisational and problem-solving skills



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- Effective management of work under pressure.
- Ability to prioritize tasks as needed and tolerance to workloads.

#### Desired:

- University Degree

#### Experience and knowledge:

##### Required:

- Minimum of 2 years' experience in administration function and an exposure to a professional services organization. Passion for administrative tasks and people is essential.
- Ability and flexibility to work in a complex environment staying focused on best outcomes and client satisfaction.
- Detail/results oriented and excellent organization skills.
- Used to prioritize in the context of multiple requests.

##### Desired:

- Knowledge of Research Organizations or Health Related Institutions will be valued.

#### Main responsibilities and duties:

The candidate will provide support primarily in the Strategy Area administrative functions, ensuring that all the procedures are being implemented properly and up to date. Specifically, but not limited to, this support will include:

- Support in the elaboration of presentations.
- Organisation of meetings and follow-up of the attendance required.
- Collaborate with the team in the maintenance of the physical and digital archive and in the update of internal documents.



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- To actively participate in the development of internal projects (documentation updating, revision and translation of documents, etc.).
- To assist project-related activities, such as, scheduling meetings, sending information to participants, assist in projects' sessions, among others.
- Keep track of the team's activities in order to ensure the correct and successful execution of the area objectives.
- Give support to the team activities in similar tasks that are carried out within the area.
- Prepare/Organise meetings or sessions as required by his/her supervisors.
- Coordinate with other members of the organisation for the accomplishment of assigned tasks.

#### Labour conditions:

- Full-time position: 40h/week.
- Starting date: immediate
- Gross annual salary: 20.000 – 24.000 (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).
- 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.



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- 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 motivation letter with the reference "Admin – Internal Strategy" to the following email address: [seleccio@vhir.org](mailto:seleccio@vhir.org)

**Deadline to apply: 05-03-2024**

The Fundació Hospital Universitari Vall d'Hebron-Institut de Recerca - "VHIR"-, with NIF G-60594009, address in Barcelona -08035- Passeig Vall d'Hebron 119-129, Edifici Mediterrània, 2a planta and telephone (34) 934 89 30 00 is the data controller for the processing of your personal data. The data will be processed exclusively for the purpose of managing your participation in the selection process, as well as, if necessary, managing your participation in other selection processes.

Unless you give your informed consent to keep your personal data for future selection processes, in the event that the selection process is completed and you are not the person selected, your personal data will be deleted and blocked in order to be able to respond to any possible liabilities that may arise.

The legal basis of the processing is the execution of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.

The recipient of the data will be the VHIR's Professional Development personnel and no transfer of personal data is foreseen, except for the fulfilment of legal obligations applicable to the data controller. International data transfers are not foreseen. No automated decisions will be taken, including profiling. In general, personal data will not be communicated to third parties, except for legal obligations in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 (GDPR) to



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persons who are entitled to request them. You have the rights of access, rectification, deletion, portability, limitation and opposition that can be exercised at any time through the email [dpd@ticsalutsocial.cat](mailto:dpd@ticsalutsocial.cat) or [lopd@vhir.org](mailto:lopd@vhir.org). In compliance with Regulation (EU) 2016/679, the VHIR has appointed a data protection officer, whose contact details are [dpd@ticsalutsocial.cat](mailto:dpd@ticsalutsocial.cat). You can also lodge a complaint with the competent Data Protection Authority by contacting [www.apdcat.cat](http://www.apdcat.cat) or [www.aepd.es](http://www.aepd.es).



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