



Vall d'Hebron Research Institute promotes research and biosanitary innovation. Its aim is to find and to apply solutions to people's health problems. VHIR takes a chance on disruptive research based on daily health problems arising from the hospital, with an international outlook. We transfer to society the knowledge developed in our research lines and we are one worldwide reference in clinical trials.



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)**. Thus, there are no restrictions of gender, national origin, race, religion, sexual orientation or age and **candidates with disabilities are strongly encouraged to apply.**

HR Technician

HR & Legal Directorate



VHIR seeks to incorporate a Technician to the Labour Relations Unit.

JOB DESCRIPTION

Education and qualifications:

Required.

- Degree or Bachelor's degree related to HR (Labour Relations preferred).
- Specialized training in employment law, compensation, organizational planning, organization development, employee relations, safety, training, and preventive labour relations, preferred.

Experience and knowledge:

- At least 2 years of experience in HR (proven experience in administrative labour relations procedures, training and selection is essential).
- Detailed understanding of Human Resources concepts, systems, and regulations/laws.
- Excellent organizational, interpersonal and communication skills
- Excellent relational skills and ability to effectively work with a variety of people and personalities.
- Fluency in Catalan, Spanish and English.
- Proficiency in Microsoft Office (Excel, Word, etc.) and Outlook tools

Main responsibilities/duties:

The selected candidate will help with the administration of the day-to-day operations of the HR department, providing assistance in the following:

- Recruiting and staffing logistics.
- Payroll (salary variables, IT, etc.)
- Tax completion/management (IRPF, SILTRA)
- Labor law/conditions advice
- Survey preparation (INE)
- Contract expiration control/tracking



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- Payroll payments control and accounting verification
- Foreign hiring and immigration process management

Labour conditions:

- Full-time position (40h/week)
- Starting date: immediate incorporation.
- Contract: interinidad por cobertura de vacante*
- Gross annual salary: starting from €21.687,00 (remuneration depending on experience and skills. Salary ranges are consistent with our Collective Agreement pay scale)

*Permanent contract will be made if one of the assumptions established in the General State Budget of 2020 is fulfilled. Otherwise, the position will be temporarily covered by an interim contract until the fiscal and financial measures established by General Budgets of the Generalitat de Catalunya and the basic regulations of the General State Budgets authorize a new call for the place with an indefinite contract

What can we offer?

- Skillful and social colleagues in a dynamic environment.
- Challenging tasks and a wide range of responsibilities.
- Personal training opportunities.
- Flexible working hours.
- 23 days of holidays + 9 personal days.
- Flexible Remuneration Program (including dining checks, health insurance, transportation and more).

HOW TO APPLY

(The candidates should fill the online form with requested personal and professional data.)

Link to apply : [\[Apply CV\]](#)