

# Prova 4

UDP

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

More information can be found [\[here\]](#)

## JOB DESCRIPTION

### Education and qualifications:

#### Required.

Intermediate Vocational Training within the field of Business Administration

#### Desired:

[Educació desitjada]

### Experience and knowledge:

Minimum 2 years of proven experience in a similar administrative role

### Main responsibilities/duties:


task 1

task 2

task 3

task 4

### Labour conditions:



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.**



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Temporary full-time position (40h/week).  
Gross annual salary: €20000  
Immediate incorporation

### 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).
- Annual teambuilding events.

### HOW TO APPLY

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

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