



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

Epidemiology and Public Health research group

The EPH research group is looking for an administrative support for clinical trials

JOB DESCRIPTION

Education and qualifications:

Required: Certificate of Higher Education (CFGS/FPII)

Experience and knowledge:

Experience in administrative tasks.

Good command of MS Office and other computer tools.

Good command of Catalan (C level), and Spanish.

Personal skills:

- o Ability to work independently.
- o Well-organized person at work.
- o Responsible person at work

Main responsibilities and duties:

Within the EPH group, the candidate will give support on the conduction of clinical trials on vaccines:



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- o Contact potential participants
- o Give appointment for the study visits using SAP
- o Perform reminder calls
- o Prepare study materials
- o Support study coordinators in different tasks of the clinical trials under their supervision

Labour conditions:

- Part-time position: 10h/week.
- Starting date: immediate incorporation.
- Gross annual salary: 4.650 – 5.500 euros /// (Remuneration will depend on experience and skills. Salary ranges are consistent with our Collective Agreement pay scale)
- Contract: **temporary**

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.
- Personal training opportunities.
- Flexible working hours.
- 23 days of holidays + 9 personal days.
- Flexible Remuneration Program (including dining checks, health insurance, transportation and more).



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How to apply:

Applicants should submit a full Curriculum Vitae and a cover letter with the reference "Admin. Support" to the following email addresses: xmartinez@vhebron.net, sotero@vhebron.net and seleccio@vhir.org