



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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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**).

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# HR Administrative Officer

## HR Area

The mission of the Human Resources Area is articulated through four strategic pillars:

- Foster individual and organizational development through **talent attraction, training and development strategies**.
- Boost a culture based on **mutual respect, inclusion, diversity and equal opportunities**.
- Foster **wellbeing** in a comprehensive approach, focusing on the **following areas: working conditions, professional wellbeing, interpersonal relations and work-life balance**.
- Promote **efficiency and quality** by providing an **excellent service**.

## JOB DESCRIPTION

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

### Education and qualifications:

- Certificate of Higher Education (CFGS/FPII) within the field of Business Administration or related field.

### Experience and knowledge:

- Minimum of 3 years' experience in administration function and an exposure to a professional services organization. Passion for administrative tasks and people is essential. Having experience working in HR departments will be an advantage.
- Ability and flexibility to work in a complex environment staying focused on best outcomes and client satisfaction.
- Proficiency in MS Office tools such as Excel, Word, PowerPoint and Outlook.
- Detail/results oriented and excellent organization skills.



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- Used to prioritize in the context of multiple requests.
- Fluent in Spanish and Catalan. Fluent in English will be valued.

### Main responsibilities and duties:

The candidate will provide support primarily in the HR administrative functions, ensuring that all the HR procedures are being implemented properly and up to date. Specifically, this support will include:

- **Onboarding/Induction support:** To collaborate and participate in the onboarding and induction process of new employees (attendance monitoring, sending documentation, registration and follow-up for mandatory courses, etc...).
- **Training support:** To provide support in the organization and development of training activities promoted by the institution addressed to all employees (courses registrations, awarding of diplomas, filing diplomas, indicators monitoring..., etc.)
- **Recruitment assistance:** To support recruiting team with clerical duties.
- **Quality audits support:** To actively participate in the coordination of ISO audits (documentation updating, register and validate documents, SOPs, forms and documents in internal information systems..., etc).
- **HR Projects assistance:** To assist project-related activities, such as, scheduling meetings, sending information to stakeholders, assist in projects' sessions, among others.

### Labour conditions:

- Full-time position: 40h/week.
- Starting date: September 2023.
- Gross annual salary: 20.000€ - 24.000€ (Salary ranges are consistent with our Collective Agreement pay scale)
- Contract: temporary (possibility of permanent)



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## 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.
- 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 cover letter with the reference "**Admin. UDP-UTA**" to the following email address: [seleccio@vhir.org](mailto:seleccio@vhir.org)

## Deadline to apply: 24-11-2023

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.



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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 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).