



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**).

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# Administrative Assistant

## Rheumatology Research Group – IMID-Biobank

VHIR offers a vacant for an Administrative Assistant within the Rheumatology Research Group – IMID-Biobank.

### JOB DESCRIPTION

#### Education and qualifications:

##### Required:

- High School Degree (Bachillerato) or Higher-Level Training Cycle (CFGS) in Administration.
- Fluency in Catalan, Spanish and English (written and spoken)

#### Experience and knowledge:

- At least 3 years of experience of Administrative Assistant
- Experience in logistics
- Good computer skills (office suit, web environment apps)
- Advanced knowledge of Excel (dynamic tables)
- Excellent problem-solving abilities
- Excellent team-working skills

#### Main responsibilities and duties:

- Coordinate and monitor the shipment of sample collection kits and documents to the collaborating hospital services



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- Coordinate and monitor the shipment of biological samples from the collaborating hospital services to the biobank
- Deal with and solve possible issues related to the above-mentioned shipments
- Answer and direct phone calls
- Writing and sending e-mails
- Prepare and print documents
- Give support in laboratory purchasing process
- Reception of delivery notes and invoices
- Develop and maintain a filing system
- Updating stock databases
- Prepare expense reports
- Give support in international shipments
- Give support in the preparation of sample collection kits
- Give support in data entry
- Give support in general lab administrative tasks

### Labour conditions:

- Part-time position: 20h/week.
- Morning shift (10:00-14:00)
- Starting date: February 2024
- Gross annual salary: 10.000€ - 12.250€ (Remuneration will depend on experience and skills. Salary ranges are consistent with our Collective Agreement pay scale)
- Contract: Technical and scientific activities contract linked to the project activities



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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 CV's to the following email address: [elena.granell@vhir.org](mailto:elena.granell@vhir.org) and [seleccio@vhir.org](mailto:seleccio@vhir.org)

## Deadline to apply: 28-02-2024

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.



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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).



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