



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

General Services and Infrastructures Unit

Vall d'Hebron Research Institute (VHIR) offers a position for an Administrative within General Services and Infrastructures Unit. This Unit is responsible of VHIR common areas and laboratories' maintenance.

JOB DESCRIPTION

Education and qualifications:

Required:

- Certificate of Higher Education (FP II/CFGS), preferably within the field of Administration.
- Fluency in Catalan.

Desired:

- English level B1 – B2

Experience and knowledge:

Required:

- Minimum of 2 years work experience within an administrative position.
- Good command of MS office or a similar software.
- Good understanding of administrative procedures.
- All references provided by the candidate's previous jobs will be considered.

Desired:

- Previous experience in the public sector and / or Research Institutes will be positively valued.



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Skills/Abilities:

- Excellent team work skills. Capability to manage situations that need collaboration with other team members or departments.
- Flexibility.
- Client orientation (our clients are internal colleagues, external providers, and visitors).
- Excellent written and verbal communication skills.
- Excellent organisational and time management skills.
- Attention to details.
- Proactive and ability to solve problems as they arise.

Main responsibilities and duties:

- Carry out the administrative management of the unit (New Building, Mediterrania and Col·labora buildings).
- Ensure that all laboratories have the necessary resources for their normal operations (both in terms of materials, environmental and safety resources)
- Management of Access Control in the laboratories and facilities of the VHIR. Carry out the management of access authorisations.
- Processing orders of the department.
- Verification of delivery notes, maintenance requests and management of actions with external companies (pest control, water sources, vending machines, providers, etc.)
- Support the approval of invoices.
- Organisation and control of lockers.
- Support in the management of breakdowns of VHIR facilities.
- Give support in the administrative procedures related to the maintenance and follow-up of works.



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- Provide administrative support to the management of Personal Protective Equipment (PPE).
- Control of the unit's budget.

Labour conditions:

- Full-time position: 40h/week.
- Working from the office with 1 day per week of home working.
- Starting date: immediately.
- Gross annual salary: 21.500 euros.
- Type of contract: Temporary + Permanent.

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.



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How to apply:

Applicants should submit a full Curriculum Vitae and a motivation letter with the reference "Admin GSI" to the following email address: seleccio@vhir.org

Deadline to apply: 17-06-2024

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.

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 or 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. You can also lodge a complaint with the competent Data Protection Authority by contacting www.apdcat.cat or www.aepd.es.