

Human Resources Technician (Ref. HR-CM)

The **Institute for Bioengineering of Catalonia (IBEC)** is looking for an experienced HR Technician to join our HR team. The successful candidate will report to the Head of Human Resources.

Duties and Responsibilities:

- Perform HR administration:
 - Manage labour contracts in coordination with our external labour and payroll service provider
 - Manage welcome plan
 - Manage visa and work permits for foreigner new employees
 - Answer routine inquiries from the employees such as personnel policies and procedures and labour contracts
 - Employee master data management and maintenance of all staff files (vacations, sick leaves, etc.)
- Provide ad-hoc and standard reports
- Participate in the recruitment processes and strategic HR projects

Requirements for candidates:

- Bachelor's degree and HR Master studies
- At least 3 years of experience working within an HR environment
- Good IT knowledge and experience (Office Package)
- Knowledge and experience in SAP (Business One) will be a plus
- Proficient English, Spanish and Catalan level. Must be able to write corporate documentation in the three languages

Desired Skills and Competencies:

Internal client focus; ability to manage multiple tasks and priorities; interpersonal communication; teamwork; diligence; organization; focused on high quality delivery of work products.

What we offer:

- Full-time temporary contract followed by an indefinite contract
- An international and multicultural environment
- Continual learning
- Remuneration according to experience and qualifications



IBEC is committed to the principles of the Code of Conduct for the Recruitment of Researchers of the European Commission. Thus, there are no restrictions of citizenship or gender and candidates with disabilities are strongly encouraged to apply.

HR EXCELLENCE IN RESEARCH

Interested applicants should send their CV and cover letter to: jobs@ibecbarcelona.eu, **before 30/04/2016 (Reference: HR-CM).**

IBEC (Institute for Bioengineering of Catalonia) is an interdisciplinary research center focused on Bioengineering and Nanomedicine and one of the Severo Ochoa Excellence Centers. IBEC's **mission** is to develop international high quality interdisciplinary research that, while creating knowledge, contributes to making a better quality of life, improving health and creating wealth. A close link with key universities, reference hospitals and corporations, are assets that facilitate achieving the mission.

IBEC was founded in 2005 by the Generalitat de Catalunya, the University of Barcelona (UB) and the Polytechnic University of Catalonia (UPC).

IBEC is located within the **Barcelona Science Park**, with premises of 2.500 square meters, 17 research groups and a team of researchers and support services of 250 people from 20 different countries. www.ibecbarcelona.eu

