



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 Innovation Unit

VHIR offers a vacant position for and Administrative Support within the Innovation Unit. The Innovation unit's mission is to transform excellence in research and clinical care into new products, services and processes that improve patient experience, the overall population's health and reduce the cost per capita of providing healthcare services.

### JOB DESCRIPTION

#### Education and qualifications:

- Intermediate Vocational Training within the field of Administration / Financial administration.
- Newly-qualified in Economics, Business Administration, Biosciences or Health Sciences will be valued.

#### Experience and knowledge:

##### Required:

- 1-year experience in financial / administrative tasks.
- Good command of MS Office, Data analysis and visualization tools (Excel)
- Fluent in Catalan (level C), Spanish and English (B2).
- Personal skills: Well-organized, proactive, results oriented professional with close attention to detail. Team player with excellent interpersonal skills and ability to interact with different units / departments of the organization.

#### Main responsibilities and duties:

The candidate will mainly support the Unit's own administrative functions:

- Daily updating the data / information related to the activity and projects' unit portfolio, spin offs and start-ups. Verify the alignment of this information, with the information contained in the corporate ERP (additional supporting documentation, contracts, grants, orders, emails ...).
- Support in processing the unit's own documents.
- Support in the management of the intangible portfolio and Intellectual Property registries (specific training will be provided).



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- Support in communication tasks (newsletter, website, manage the innovation unit corporate mail accounts... etc.).

### Labour conditions:

- Full-time/Part-time position: 40h/week
- Starting date: immediate
- Gross annual salary: 18.589,05€ - 22.000€ (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).

### How to apply:

Applicants should submit a full Curriculum Vitae and a cover letter with the reference "*Admin Support Inn*" to the following email address: [seleccio@vhir.org](mailto:seleccio@vhir.org)