



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 in **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, nationality, religion, age, disability or race.

Administrative management staff

Experimental Surgery Unit (ESU)

VHIR offers an administrative position for the Experimental Surgery Unit (ESU). ESU belongs to the VHIR pre-clinical core-facilities and their expertise are preclinical animal models (pig, sheep and rabbit) for research and teaching purposes, anaesthesia, analgesia and resuscitation protocols and pre and post-operative animal care and welfare. ESU offers integral preclinical imaging services (fluoroscopy, ultrasound), ethics committee assistance, has an ISO 9001:2015 quality management system certification and Certification AAALAC - Association for Assessment and Accreditation of Laboratory Animal Care.

VHIR Core Facilities provide services to the scientific community to have access to specialised services of preclinical and clinical models of human diseases.

More information about ESU services can be found in the [VHIR webpage](#).

JOB DESCRIPTION

Education and qualifications:

Required:

- FPII or higher, administrative branch.
- Fluid in Catalan, Spanish and English, both written and spoken.

Desired:

- Experience in financial management and knowledge of ISO quality management systems.
- Quality system management.
- Knowledge of the regulation, law and ethical aspects related to the animal experimentation.



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Experience and knowledge:

Required:

- Minimum of 1 year of experience in carrying out administrative tasks in services or departments with similar characteristics in the health sector.
- Strong customer orientation and service vocation are a must.
- Excellent teamwork, relational skills and communication skills abilities are strongly required.
- Proactive, rigorous, well organized person, able to work autonomously, committed to the tasks required by the position and excellent problem-solving
- Willing to learn, flexibility, adaptability and resilience.
- General informatics skills at intermediate/advanced level.

Desired:

- Experience in working under quality management systems (ISO9001) or knowledge of other quality systems will also be considered.
- Experience with administrative tasks related to the routine operation of a core-facility: booking management, purchase of materials and reagents, budgeting, invoicing (financial management)

Main responsibilities and duties:

- Economic tasks:
 - Management and monitoring of invoicing, purchases, incentives, approval of invoices and control of internal accounts linked to the unit.
 - Support the drafting of budgets.
- Activity reports:
 - Make service activity reports. Realization of the official animal consumption statistics
 - Review, update and modification of the website and the annual institutional report.
- Customer service:
 - By telephone and in person to the user staff
 - Review of electronic mailboxes.



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- Support all those tasks in your area of action that are entrusted to you by your manager.
- Ensure that the activities are carried out in accordance with the requirements established in the Unit's quality system procedures, promote and implement continuous improvement in its scope of action.

Labour conditions:

- Full-time position: 40h/week.
- Starting date: immediate
- Gross annual salary: starting from 18.000€ (Remuneration will depend on experience and skills. Salary ranges are consistent with our Collective Agreement pay scale)
- Contract: temporary (renewable).

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 "**Administrative staff ESU**" to the following email addresses: seleccio@vhir.org