



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.

Paralegal - Administrative for Legal Directorate Legal Department

VHIR offers a vacant position for a Paralegal within Legal Unit in the HR & Legal Directorate.

JOB DESCRIPTION

Education and qualifications:

Required:

- Advanced vocational training (CFGS) or University degree in Business Administration or similar.
- Fluency in Catalan, Spanish, and English (business level)

Experience and knowledge:

Required:

- At least 2 years of successful experience in administrative tasks with digital tools (AEAT, Reg. Mercantil, etc.) and in a similar position;
- Previous experience and/or knowledge in legal consulting or similar professional area (consulting, auditing, tax consulting, etc.)
- Full proficiency in MS Office.

Main responsibilities and duties:

- Administrative and contractual documentation management to enable the Unit lawyers to focus on specialized legal work;
- Support the Unit lawyers in a variety of tasks upon request;
- Coordinate and monitor the internal review process of contracts;
- Control of the status of the contracts until their final closing;



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- Review of low complexity contracts and legal documents;
- Manage communications with public and private organizations;
- Create documents and communications based on given instructions;
- Database management and daily digital registry of Unit activity;
- Conduct statistical analysis on the activity of the unit.
- Manage the official shipping and reception procedure of documentation;
- Client assistance by phone or in-person (internal and external clients);
- Manage all documentation and filling system.
- Administrative support to the HR & Legal department
- Agenda management of the RRHH & Legal Director
- Other tasks entrusted by the RRHH & Legal Director

Labour conditions:

- Full-time position: 40h/week.
- Starting date: immediate
- Gross annual salary: 20.000 – 22.000 euros (Remuneration will depend on experience and skills. Salary ranges are consistent with our Collective Agreement pay scale)
- Contract: temporary (1-year 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).



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- 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 "*Paralegal*" to the following email address: seleccio@vhir.org