

 **WE ARE LOOKING FOR...**

**Administrative for the SCT of CREBA (Centre for Applied
Biomedical Experimental Research)**

What do we offer?

SCT	CREBA (Centre for Applied Biomedical Experimental Research)
Type of contract	Indefinite with a 2-month probationary period
Home	Immediate
Working day	32.5 h/week – part-time
Category	Administrative C2
Remuneration	€17,217.84 gross/year

The Institute

The Biomedical Research Institute of Lleida, Dr. Pifarré Foundation (IRBLleida) was created with the aim of creating synergies between basic, clinical and epidemiological research, making biomedical research a key driver to improve current clinical practice. IRBLleida covers a chain of translational research, from basic research, aimed at understanding the physiological and pathological mechanisms of the human body, to research that studies the behavior of diseases in large population groups.

IRBLleida was founded in 2004 through a collaboration agreement between the University of Lleida (UdL) and the Catalan health system. IRBLleida integrates research groups from the faculties of Medicine and Nursing and Physiotherapy of the UdL. On the other hand, we incorporate research groups from:

1. The Catalan Institute of Health ([ICS](#)), both in the hospital field (Hospital Universitari Arnau de Vilanova-HUAV) and in [primary care in Lleida](#) and the [Alt Pirineu-Aran Health Region](#).

2. The healthcare provider [Healthcare Service Management \(GSS; Santa Maria-HUSM University Hospital, Pallars Regional Hospital and Mental Health](#), among others).



IRB Lleida has been a CERCA institute since 2013, and consequently it is organized according to a model of good governance and functioning that guarantees

efficiency, flexibility of management, recruitment and promotion of talent, strategic planning and executive capacity.



In addition, it is one of the 34 Spanish Health Research Institutes ([IIS](#)) recognized by [the Carlos III Health Institute](#) and the Government of the Generalitat,

as established in Law 16/2003, of 28 May, on the cohesion and quality of the national health system.



HR EXCELLENCE IN RESEARCH

In December 2014, the Biomedical Research Institute of Lleida received the '[HR Excellence in Research](#)' award from the European Commission. It is a

recognition of the Institute's commitment to developing a strategy of human resources for researchers, designed to align practices and procedures with the principles of the [European Charter for Researchers](#) and the [Code of Conduct](#) for the recruitment of researchers (Charter and Code).

Check out our [recruitment policy](#).

Professional profile of the person hired

Administrative for the SCT of CREBA (Centre for Applied Biomedical Experimental Research).

Requirements (those candidacies that do not meet this point will be excluded)

- Baccalaureate degree, higher level training cycle or equivalent.
- Catalan and Spanish equivalent at level C2.

These requirements must be met at the beginning of the contract.

Tasks to be carried out

The selected person will join the SCT of CREBA (Centre for Applied Biomedical Experimental Research) and will assume the following tasks:

- Reception of visits, telephone calls, materials and shipments.
- Attention to those attending training, research or informative activities, to introduce them to the logistics that the activity will follow.
- Processing of fault reports.
- Coordination with maintenance companies (general maintenance, lift, pest control, gardening) and with CREBA staff for the resolution of breakdowns or for maintenance tasks.
- Record of repair and/or maintenance tasks in the corresponding history.
- Carrying out small repairs and maintenance tasks.
- Management of security incidents, in coordination with remote surveillance and face-to-face patrol services.
- Request for quotes for cleaning materials and other general maintenance services.
- Assistance to the Secretary in the preparation of lists, cards and other materials associated with each activity carried out at CREBA.
- Daily supervision of the correct functioning of all air conditioning systems, electricity supply, photovoltaic panels and any other system necessary for the proper functioning of the

building.

- Supervision of cleaning tasks and organization of special schedules in periods of teaching activity.
- Coordination with the laundry service, so that in all activities there are enough operating room pyjamas and gowns.
- Preparation of stationery and audiovisual material for each activity that takes place at CREBA, and giving instructions for use to attendees.
- Transport of materials and documents between CREBA and the IRBLeida headquarters, the Arnau de Vilanova University Hospital and/or other entities in the area that may be necessary.

It will be valued

Knowledge

- Training in administrative tasks.
- Knowledge of English level A2 or equivalent.

Experience

- Have a minimum of one year or more experience as a receptionist.
- Have a minimum of one year or more of experience in basic maintenance tasks in a centre.
- Have a minimum of one year or more of experience in coordination with external companies and services.
- Have a minimum of one year or more of experience in customer service.
- Have a minimum of one year or more of experience in collaborating in the organization of collective activities, especially teaching.

Competences

- To be able to work in a team.

Characteristics of the contract

- ✓ Indefinite contract with a 2-month probationary period.
- ✓ Immediate start.
- ✓ Part-time work of 32.5 hours per week.

Usual opening hours from Monday to Friday, from 7:30 a.m. to 2:00 p.m.

However, the schedule may be adapted from time to time depending on the calendar of activities, events and organisational needs of the centre.

This flexibility may involve, exceptionally, the provision of services on Saturdays or holidays, with a maximum of 6 days per year, respecting in all cases the legal breaks and the corresponding prior planning.

- ✓ Remuneration: €17,217.84 gross/year.

Why work at IRBLleida?



We offer a highly stimulating environment with state-of-the-art infrastructures.



We offer complementary training for all profiles. To view our training and development portfolio, please visit our website in the training section [.](#)



We offer and promote a diverse and inclusive environment and welcome applicants regardless of age, disability, gender, nationality, race, religion or sexual orientation.



Work-life balance and the possibility of benefiting from flexible working hours. In addition, as a result of different company agreements, the following improvements are recognized:

- Paid leave to go to the doctor for personal health reasons.

- Paid leave to accompany a first-degree family member under 18 years of age, over 70 years of age or with a first degree of disability to the doctor.
- Public holidays that coincide with Saturday or Sunday are moved to the Monday immediately following.
- A special 6-hour day is established on Holy Thursday, April 23, June 23, December 24, December 31 and January 5.

Documentation and deadline for submission

Applications must be accompanied by:

- Cover letter.
- Curriculum vitae.

The deadline for submission will end on June 4th, 2026 at 2:00 p.m.

Applications received after the deadline/time will be automatically excluded.

Interested parties can apply for the offer by filling out the [form](#) and sending their CV and cover letter, indicating the name of the offer to which you are applying and the reference **026-26**.

Selection calendar for the reference process 026-26

Minimum 15 days	Publication and dissemination of the offer: IRBLeida website, Euraxess (for research staff), social networks, other employment websites depending on the position offered.
Maximum following 2 working days	Sending CVs to the Selection Committee
Maximum following 5 working days	Celebration of the Selection Committee <ul style="list-style-type: none">- Interview with the pre-selected candidates- Assessment and Award Minutes of the Selection Committee

Maximum following 5 working days	Carrying out the administrative procedures necessary to formalise the employment contract
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Approximate start of the contract	Immediate
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Express selection process

In those cases in which a worker has to be replaced urgently, for example, to cover sick leave, because for scientific reasons the incorporation must take place on a specific day, because it is provided for in a resolution, etc., an express selection procedure may be followed.

This selection process will follow the same procedure as the ordinary one, but the duration of all phases of the process will be reduced, mainly the phase of publication of the job offer and submission of applications and the phase of evaluation and selection of personnel.

Regulation and regulatory principles

The hiring will be carried out in accordance with the provisions **of art. 15 of Royal Legislative Decree 1/1995, of 24 March**, approving the text of the Workers' **Statute Law**, in accordance with the provisions **of art. 2 of Royal Decree 2720/98, of 18 December (B.O.E. of 8 January 1999), Law 12/2001, of 9 July (B.O.E. of 10 July)** and concordant provisions.

The principle of equality between men and women is taken into account, in accordance with **Organic Law 3/2007, of 22 March**, for the effective equality of women and men. IRB/leida has an Equal Opportunities Plan for men and women and a Protocol for the prevention and eradication of sexual harassment.

The right to equal opportunities and treatment is taken into account, as well as the real and effective exercise of rights by people with disabilities on equal terms with other citizens, through the promotion of personal autonomy, universal accessibility, access to jobs, etc. inclusion in the community and independent life and the eradication of any form of discrimination, in accordance with **articles 9.2, 10, 14 and 49 of the Spanish Constitution** and the International Convention on the Rights of Persons with Disabilities and the international treaties and agreements ratified by Spain, in accordance with the provisions of **Royal Legislative Decree 1/2013, of 29 November**.

Reservation of places for people with disabilities

In accordance with the provisions of Article 42 of Royal Legislative Decree 1/2013, of 29 November, approving the Revised Text of the General Law on the Rights of Persons with disability and its social inclusion, in this call a **percentage of no less than 2%** of the places is reserved to be covered by people who can prove a disability equal to or greater than 33%.

Applicants who wish to opt for this reservation must submit documentation accrediting their disability and, where appropriate, request the necessary adaptations for the selection tests.

In the event that the reserved places are not covered due to a lack of applicants who meet the requirements, these will be accumulated in the general access places.

****The text of this document has been written in Catalan, Spanish and English, considering**

**IRBLeida is committed to the principles of Merit-Based Recruitment and
Transparency (OTM-R) in accordance with the HRS4R seal
requirements**

the three versions as official, but in case of conflict the Catalan version will prevail.

ANNEX I. MEMBERS OF THE SELECTION COMMITTEE

President	Ms. Eva López, Manager of IRBLeida
Members	Dr. Dolores C. García Olmo, Director of the SCT of IRBLeida CREBA Ms. Sara Puy López, Veterinarian and Head of Animal Welfare at IRBLeida CREBA
Secretary	Ms. Elena Moscatel, Head of the People and Legal Department of IRBLeida

ANNEX II. SCALE OF MERITS

Academic curriculum and complementary training	10 points
• Training in administrative tasks	6 points
• Knowledge of English level A2 or equivalent	4 points
Accredited professional experience	70 points
• Have a minimum of one year or more experience as a receptionist	20 points
• Have a minimum of one year or more of experience in basic maintenance tasks of a center	15 points
• Have a minimum of one year or more of experience in coordination with external companies and services	8 points
• Have a minimum of one year or more of experience in customer service	12 points
• Have a minimum of one year or more of experience in collaborating in the organization of collective activities, especially teaching	15 points
Competency test or interview	20 points
• Criteria subject to value judgment will be assessed in accordance with the interview carried out	20 points
Maximum score	100 points

Applications that do not exceed 50% of the maximum score will be rejected

Data protection information clause

Data controller

Identity: **BIOMEDICAL RESEARCH INSTITUTE OF LLEIDA**

CIF: G25314394

Postal address: Av. Alcalde Rovira Roure nº80, 25198, Lleida E-

mail: protecciodedades@irbllleida.cat

Purpose of data processing and storage

At the **LLEIDA BIOMEDICAL RESEARCH INSTITUTE** (hereinafter referred to as **IRB LLEIDA**) we process the information you provide us as an interested party, to manage the processing of your CV and candidacy.

The data obtained will be kept for a period of up to 12 months, to cover future applications if they are not updated before or until there is opposition to their processing by the interested party.

Legitimacy for data processing

The legal basis for the processing of your data is the consent of the interested party when contacting the **LLEIDA BIOMEDICAL RESEARCH INSTITUTE**.

Recipients of your data

Your data will be communicated to third parties and collaborators related to organization. Apart from these entities, your data will not be communicated to third parties.

Rights of the interested parties

The owners of the data processed by **IRB LLEIDA**, They have the right at all times to access their data, rectify them, oppose their processing or delete them if they believe that they are no longer necessary for the purposes for which they were collected. In addition, if you wish, you may request the portability of your data and limitation of its processing. In the latter case, we will only keep them for the exercise or defence of claims. It may also revoke The

Consent awarded in any moment.

To exercise these rights, you can contact **IRB LLEIDA** through the email protecciodedades@irbllleida.cat. Likewise, if you consider that your rights have been violated, you may file a complaint with the Catalan Data Protection Authority.