



BIOMEDICAL SCIENCE FOR THE BENEFIT OF SOCIETY

“People department Internship” *Centre for Genomic Regulation (CRG)*

The Institute

The Centre for Genomic Regulation (CRG) is an international biomedical research institute of excellence, based in Barcelona, Spain, with more than 400 scientists from 44 countries. The CRG shares principles of an interdisciplinary, motivated and creative scientific team that is supported by high-end and innovative technologies and a flexible and efficient administration.

In April 2021, the Centre for Genomic Regulation (CRG) received the renewal of the [‘HR Excellence in Research’](#) Award from the European Commission. This is a recognition of the Institute's commitment to developing an HR Strategy for Researchers, designed to bring the practices and procedures in line with the principles of the [European Charter for Researchers](#) and the [Code of Conduct for the Recruitment of Researchers](#) (Charter and Code).

[Please, check out our Recruitment Policy](#)

The role

An exciting learning opportunity has arisen to join our People team at the CRG in Barcelona. We offer the opportunity to build your skills and strengths within a motivating work environment with a culture that is open and innovative, to develop your career in HR.

We are looking for a dedicated and enthusiastic individual with drive to support our People department. In this role, you will collaborate with many of the team members.

Main tasks of the position are:

- Collect People KPI's and analyse trends for reporting purposes.
- Develop corporate communication materials for People.
- Collaborate to enter the new employee's information in the database and maintaining the employees' archive information updated (personal data, qualifications, etc).
- Help to handle data entry of purchase orders in the system.
- Collaborate in the advertising campaigns of the recruitment processes, including job posting.
- Support the onboarding of the new employees: : Support in the organization of newcomers (welcome packs, building access among others)
- Give support with the paperwork.RR
- Provide a wide range of People support.

About the Department

The mission of the CRG's People Department is to ensure effective and efficient human resource services, thereby fostering a positive and diverse work environment and promoting equal opportunities and work- life balance, with the goal to enhance the potential of every CRG member.

The People Team is composed by 7 people, forming a sound combination of different backgrounds, nationalities, seniority, culture and gender; thus representing CRG's diversity.





Must Have

- You are currently studying an “FP”, Bachelor or Master Degree in Business Administration, Finance, Economics or equivalent to

Languages

- You speak fluent English and Spanish. Catalan is a plus.

Skills

- You have advanced MS Office skills; Excel, Word and PowerPoint.

Competences

- You are proactive, enthusiastic and capable of working independently
- You have strong communication skills
- You are organised, analytical and detail oriented
- You possess a high-level of problem-solving skills

The Offer – Internship Conditions

- **Duration:** Desiderable a minimum 1-year internship programme, flexible hours or full time depending on your level of commitment between work and studies.
- **Weekly schedule:** Monday to Friday, 4/5 hours per day.
- **Starting date:** As soon as possible.

We provide a highly stimulating environment with state-of-the-art infrastructures, and unique professional career development opportunities. To check out our training and development portfolio, please visit our website in the [training section](#).

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

The **CRG is committed to reconcile a work and family life** of its employees and are offering extended vacation period and the possibility to benefit from flexible working hours.

Application Procedure

All applications must be addressed to Montse Ruano and be submitted by means of on-line application on the official website of the CRG - <http://www.crg.eu/en/content/careers/job-opportunities> and must include:

1. A Motivation Letter.
2. A full CV including contact details.

Selection Process

- **Pre-selection:** The pre-selection process will be based on qualifications and expertise reflected on the candidates CVS and Motivation Letter.
- **Interview:** Preselected candidates will be interviewed by the Hiring Manager of the position.





- **Offer Letter:** Once the successful candidate is identified the Human Resources department will send a Job Offer, specifying the start day, salary, among other important details.

Deadline: Please submit your application by March 15, 2024



HR EXCELLENCE IN RESEARCH

