



BIOMEDICAL SCIENCE FOR THE BENEFIT OF SOCIETY

People Officer (Onboarding & International Mobility) *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 is composed by an interdisciplinary, motivated and creative scientific team which is supported both by a flexible and efficient administration and by high-end and innovative technologies.

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

As People Officer reporting to the Head of People, your mission will be to support, through a series of dedicated and personalised services, newly hired employees, in order to facilitate orientation in the areas of welcoming and onboarding, relocation and visa management, employee benefits, recruitment and other HR administrative related tasks.

Main duties and responsibilities include:

Talent/Recruiting support:

- Schedule interviews with candidates
- Advertise new job opportunities in several portals
- Participate in different HR recruiting processes along with the team such as request of references, candidate's report follow-up with the hiring managers, among others

Manage Welcome and Onboarding process:

- Key HR contact point for new employees
- Provide information about new-hire paperwork, benefits and compensation plan, work-life balance, CRG staff handbook, where to go on day one, who to ask for upon arrival, building access card, CRG log in credentials
- Organise and conduct Welcome Meeting Sessions (around 15 sessions per year) for general orientation to CRG policies and procedures (referring to Staff Handbook), employee benefits and discounts, handle the Welcome Package, and lead visit tours to Administration departments and Core Technologies
- Update documents related to the welcome and onboarding (i.e. Mobility guidelines, Onboarding process, among others)
- Monitor the onboarding processes according to the established procedure
- Develop and/or improve programmes regarding onboarding, relocation, mobility, and welcome services processes

Relocation and & Visa management:

- Provide advice and guidance about international mobility to staff and their family members





- Provide guidance in getting all documentation for living in Barcelona (e.g., getting NIE, Social security registration, certificate of residency “Empadronamiento”, public health insurance card, among others)
- Provide relocation assistance
- Process Visa and work permits for new hires when applicable
- Process residence permit renewals for current employees

Administrative tasks

- Prepare internal communications to staff
- Maintain and update databases in our ERP system, alumni website, among others
- Respond to benefits inquiries from employees and collaborate in searching new employee benefits
- Maintain and update Intranet content related of the HR portal

About the team

The People team is dedicated and strives to implement People strategies adjusted to our activity and organisational culture to build and deliver a seamless and positive experience throughout the employee lifecycle. We endeavour to continuously improve and develop efficient and simple people processes working closer with other teams to help define new policies, structures, incentives, career and communications paths, among others.

Whom would we like to hire?

Professional experience

- Minimum of 3-years' experience in a similar role, preferably in an international environment
- Experience in a consulting (relocation) company will be also considered

Education and training

- You hold a Bachelor's degree and/or higher education (FP) in HR, Business Administration, Social Sciences, Psychology or related field
- Master Degree in Human Resources or postgraduate degree will be a plus

Languages

- Full proficiency in both English and Spanish (verbal and written).
- Catalan is a plus

Technical skills

- Excellent computer skills (Microsoft Office, Excel, Word, Power Point, Teams...)
- Experience in ERP systems is a plus

Skills and Qualifications

- People oriented with ability to listen to employees and managers to understand and respond to identified needs
- Strong interpersonal and communication skills, with the ability to effectively and positively interact with people in a multicultural environment both verbally and in writing
- Presentation skills with the ability to create and deliver clear and effective presentations
- Highly organised with strong attention to detail, documentation, and accuracy. Able to handle sensitive and confidential information
- Proactive and flexible. Ability to respond appropriately and independently to a variety of sometimes complex and challenging situations





The Offer – Working Conditions

- **Contract duration:** Permanent position
- **Estimated annual gross salary:** Salary is commensurate with qualifications and consistent with our pay scales
- **Target start 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, ethnicity, religion, sexual orientation or gender identity.

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 include:

1. A motivation letter addressed to Montserrat Ruano
2. A complete CV including contact details.
3. Contact details of two referees.

All applications must be addressed to Montserrat Ruano and be submitted online on the CRG Career site - <http://www.crg.eu/en/content/careers/job-opportunities>

Selection Process

- **Pre-selection:** The pre-selection process will be based on qualifications and expertise reflected on the candidates CVs. It will be merit-based.
- **Interview:** Preselected candidates will be interviewed by the Hiring Manager of the position and a selection panel if required.
- **Offer Letter:** Once the successful candidate is identified the People department will send a Job Offer, specifying the start day, salary, working conditions, among other important details.

Deadline: Please submit your application by October 10, 2023. The position will remain opened until a suitable candidate is selected.

Suggestions: The CRG believes in **ongoing improvement** and promotes a **culture of feedback**. This is one of the reasons we have in place, at your disposal as a candidate, a mechanism to gather your suggestions/complaints concerning your candidate experience in our recruitment processes. Your feedback really matters to us in our aim at creating a **positive candidate journey**. You can make a difference and help us improve by letting us know your suggestions through the [following form](#).



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