396_22_MNG_HR_HRI

Job Reference

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Position

Human Resources Intern

Data de tancament

Dilluns, 31 Octubre, 2022
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Job title: Human Resources Intern

About BSC

The Barcelona Supercomputing Center - Centro Nacional de Supercomputación (BSC-CNS) is the leading supercomputing center in Spain. It houses MareNostrum, one of the most powerful supercomputers in Europe, and is a hosting member of the PRACE European distributed supercomputing infrastructure. The mission of BSC is to research, develop and manage information technologies in order to facilitate scientific progress. BSC combines HPC service provision and R&D into both computer and computational science (life, earth and engineering sciences) under one roof, and currently has over 770 staff from 55 countries.

Look at the BSC experience:
BSC-CNS YouTube Channel
Let's stay connected with BSC Folks!

Context And Mission

Within the Human Resources Department, the candidate selected will provide administrative, operational and logistical support to the HR team in the areas of Personal Administration, Health & Safety and Recruitment.

Key Duties

- Supporting the activity of Personal Administration, Health & Safety and Recruitment.
- Review and approve/decline employee requests. For example, working from home petitions, change bank account petitions, etc.
- Scan, archive and manage the working contracts and other documentation.
- Support and backup for other tasks of the team.
- Foreign affairs support (checking Ministry's notifications, uploading work files, etc.)
- Dissemination of job offers.

Requirements

- Education
  - Currently studying a University degree in Labor Relations/Human Resources, or equivalent.

- Essential Knowledge and Professional Experience
  - A first experience in a Human Resources Department or any other transferable working experience would be a plus.
  - Excellent verbal and written Spanish and English. Other languages will be a plus.
  - Strong skills in Microsoft office (especially in Excel).

- Competences
  - Must possess strong team values and excellent communication and listening skills
  - Planning and organizing (Structured mindset)
  - Proactive Cooperation (Desire to learn and improve)
  - Service Attitude
  - Flexibility

Conditions

- The position will be located at BSC within the Management Department
- We offer a part-time or full-time internship, a good working environment, a highly stimulating environment with state-of-the-art infrastructure, flexible working hours, an extensive training plan, and full support for the relocation procedures
- The intern will sign a University agreement with our Institution ?Convenio de cooperación educativa?. Please do not apply if you cannot do this kind of contract.
- Duration: Temporary - 6 months
- Salary: 14K full-time, part-time proportional
- Starting date: As soon as possible
Applications procedure and process

All applications must be made through BSC website and contain:

- A full CV in English including contact details
- A Cover Letter with a statement of interest in English, including two contacts for further references - Applications without this document will not be considered

In accordance with the OTM-R principles, a gender-balanced recruitment panel is formed for every vacancy at the beginning of the process. After reviewing the content of the applications, the panel will start the interviews, with at least one technical and one administrative interview. A profile questionnaire as well as a technical exercise may be required during the process.

The panel will make a final decision and all candidates who had contacts with them will receive a feedback with details on the acceptance or rejection of their profile.

At BSC we are seeking continuous improvement in our recruitment processes, for any suggestions or feedback/complaints about our Recruitment Processes, please contact recruitment [at] bsc [dot] es.

For more information follow this link

Deadline

The vacancy will remain open until suitable candidate has been hired. Applications will be regularly reviewed and potential candidates will be contacted.

OTM-R principles for selection processes

BSC-CNS is committed to the principles of the Code of Conduct for the Recruitment of Researchers of the European Commission and the Open, Transparent and Merit-based Recruitment principles (OTM-R). This is applied for any potential candidate in all our processes, for example by creating gender-balanced recruitment panels and recognizing career breaks etc.

BSC-CNS is an equal opportunity employer committed to diversity and inclusion. We are pleased to consider all qualified applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability or any other basis protected by applicable state or local law.

For more information follow this link

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