




Company Description

Biocruces Bizkaia Health Research Institute is a Scientific Institution created by the Department of Health of the Basque Government, the Basque Health Service (Osakidetza), The University of the Basque Country, the Basque Foundation for Innovation and Research (BIOEF) and BBK Fundazioa.

Information

 Deadline: 2023-05-31
 Category: Business
 Province: Bizkaia

 Country: Basque Country
 City: Barakaldo

Company

Biocruces Bizkaia Health Research Institute



Main functions, requisites & benefits

Main functions

Payroll management supervised by the person in charge of the unit. Processing with the General Treasury of the Social Security, RED System (Affiliation, Contribution, I.T. and S.S. bonuses,). Quarterly and annual preparation of Personal Income Tax. Elaboration of cost budgets for labour contracts. Management of data and documentation relating to the Institute's Human Resources.

Requisites

Required: A minimum qualification in Higher Vocational Training in Administration and Finance or with equivalent professional competences. Minimum two years' experience in Human Resources payroll management in SMEs with a minimum of 50 employees or in the labour area of a company consultancy. It is an asset: Work experience in payroll, social security and income tax management in the last two years (0 - 25). Experience in the preparation of labour cost budgets in the last two years (0-25). Human Resources management software (0 - 45). Disability certificate minimum 33% (0 - 5)

Benefits

Contract: Indefinite. Working day: 100% of working day. Estimated gross annual salary: 21.745 - 22.447 € gross per year. Remuneration will be assigned according to the candidate's dedication and value (experience and training) and his/her suitability for the position offered. Place of work: Biobizkaia Health Research Institute (formerly Biocruces Bizkaia). Unit or service: Human Resources Unit. Planned start date: Immediate

