

CALL FOR APPLICATIONS: RESEARCHER

Job/position/grant:

Job reference:	AE2022-0107 (HASLAB-Geral - HASLAB) INESC TEC - Instituto de Engenharia de Sistemas e Computadores, Tecnologia e Ciência
Job/position/grant:	RESEARCHER
City:	Braga
Research field:	Main: ECONOMICS Sub:

Job summary:

INESC TEC is accepting applications for 1 job in the Administrative support for the activity of an R&D center	
Scientific Advisor:	Alcino Cunha
Duration of the contract:	from 2022-05-01 to 2023-04-30, eventually renewable.
Location:	Braga

Job description:

Work Area: Administrative support for the activity of an R&D center
Project overview: Proactively support the activity developed at the Research/Service Center, ensuring that all administrative activities are in accordance with institutional procedures.
Objectives: Reporting to the Research Centre's Coordination, will be expected to support current and operational management of the group, through the following tasks: - presential, telephone and virtual assistance for employees and external contacts; - travel management (national and international) and expense management ; - support to purchasing processes; - support for the recruitment and onboarding of new employees; - scheduling meetings and corresponding support; - support in event organization; - support to budget control; - elaboration of the various processes related to the activities described above in an integrated information system with a web-intranet interface. - correspondence handling; - other tasks that are necessary for the proper function of the team

Academic Qualifications:	Degree in Secretariat, management or a similar area.
Minimum profile required:	Fluency in English, spoken and written. Domain of computer and MS Office tools (user). Immediate availability.
Preference factors:	Good communication and adaptation skills. Proactive, dynamic and oriented to problem solving. Excellent ability to organize and manage priorities of several subjects simultaneously. Experience and ease of articulation with teams remotely, through the use of virtual tools for collaboration and information sharing (Google Drive, Google Docs) and conducting meetings (Zoom/MS Teams). Experience in support of the Academic/Research area.

Funding Entity:	
Type of contract:	fixed-term contract
The hiring shall be governed by what is stipulated in the legislation in force regarding fixed-term employment contracts and by INESC TEC norms.	

Selection criteria:	The selection of the candidates will be based on the following criteria, in descending order of consideration: a) Relevant Curriculum in the concerned field of this tender b) Proven experience.
Selection Jury:	President of the Jury: Prof. Alcino Cunha; Member: Prof. António Luís Sousa; Member: Prof. Catarina Leones Fernandes;
Notification of results:	The results of the selection process will be sent to the interested by electronic mail.
Application period:	From 2022-03-23 to 2022-04-07
Application submission:	Electronic form filling in www.inesctec.pt in the section Work with Us