

## CALL FOR APPLICATIONS: Administrative assistant

### Job/position/grant:

<b>Job reference:</b>	AE2022-0152 ( SRI-Geral - SRI ) INESC TEC - Instituto de Engenharia de Sistemas e Computadores, Tecnologia e Ciência
<b>Job/position/grant:</b>	Administrative assistant
<b>City:</b>	Porto
<b>Research field:</b>	Main: COMMUNICATION SCIENCES Sub: Science Communication

### Job summary:

<b>INESC TEC is accepting applications for 1 Administrative assistant job in the Administrative and secretarial support to INESC TEC services</b>	
<b>Scientific Advisor:</b>	Andreia Passos
<b>Duration of the contract:</b>	from 2022-06-08 to 2023-06-07, eventually renewable.
<b>Location:</b>	INESC TEC, Porto, Portugal

### Job description:

<b>Work Area:</b>	Administrative and secretarial support to INESC TEC services
<b>Project overview:</b>	Support the activities developed by the Services, proactively and with quality, ensuring all administrative and technical duties in accordance with institutional procedures.
<b>Objectives:</b>	Reporting directly to the Service Managers, the selected candidate must support the day-to-day and operational management of the team, through the following tasks: - face-to-face, telephone and online support to employees and external contacts; - handle travel arrangements (national and international) and process travel-related expenses; - support the processes of purchasing goods and services; - support the hiring and welcoming of new employees, while monitoring their path; - schedule meetings and provide necessary support; - provide assistance in event organisation. - support the budgetary monitoring process; - prepare several processes related to the activities described above, via an integrated system with web-intranet interface; - handle mail and help keeping the archive up to date; - support other strategic projects and tasks relevant to the adequate operation of services.

<b>Academic Qualifications:</b>	First degree in Administrative, Press Office or similar areas.
<b>Minimum profile required:</b>	Higher education in administrative or similar areas. Minimum professional experience of three years in similar administrative/secretarial functions.
<b>Preference factors:</b>	Fluent in Portuguese and English, spoken and written. Skills in IT and MS Office tools. Immediate availability. Proactive, dynamic, and problem-solving profile. Proven ability to organise and manage priorities at the same time, regarding different subjects. Good communication, adaptation, and critical spirit skills. Experience and ability to connect with different teams, via online collaborative and sharing tools (Google Drive, Google Docs), as well as meeting platforms (Zoom/MS Teams). Experience in supporting the Academia/Research field.

<b>Funding Entity:</b>	
<b>Type of contract:</b>	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.	

<b>Selection criteria:</b>	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.
<b>Selection Jury:</b>	President of the Jury: Andreia Passos; Member: Rita Ribeiro Barros; Member: Grasiela Almeida;
<b>Notification of results:</b>	The results of the selection process will be sent to the interested by electronic mail.
<b>Application period:</b>	From 2022-05-04 to 2022-05-17
<b>Application submission:</b>	Electronic form filling in <a href="http://www.inesctec.pt">www.inesctec.pt</a> in the section <a href="#">Work with Us</a>