

## CALL FOR APPLICATIONS: Administrative assistant

### Job/position/grant:

<b>Job reference:</b>	AE2023-0329 ( CPES-Geral - CPES ) INESC TEC - Instituto de Engenharia de Sistemas e Computadores, Tecnologia e Ciência
<b>Job/position/grant:</b>	RESEARCHER
<b>City:</b>	Porto

### Job summary:

<b>INESC TEC is accepting applications for 1 RESEARCHER job in the Administrative support for the Center's activity</b>	
<b>Scientific Advisor:</b>	Ricardo Jorge Bessa
<b>Duration of the contract:</b>	from 2023-10-01 to 2024-09-30, eventually renewable.
<b>Location:</b>	Porto

### Job description:

<b>Work Area:</b> Administrative support for the Center's activity
<b>Project overview:</b> The selected person will work in the headquarters building, in Porto and will report to the Coordination of the Center for Energy Systems, in articulation with the Secretariat Coordination.
<b>Objectives:</b> Support the activity developed at that Research Centre, ensuring administrative tasks in accordance with institutional procedures, namely: <ul style="list-style-type: none"><li>- travel organization (national and international);</li><li>- support to purchase of goods and services;</li><li>- support for recruiting and welcoming new employees and monitoring their journey;</li><li>- scheduling meetings and supporting them, writing minutes and following up on pending issues;</li><li>- support in organizing events;</li><li>- face-to-face, telephone and virtual support for employees and external contacts;</li><li>- treatment of correspondence and maintenance of the updated file;</li><li>- support for other strategic projects and, in general, all tasks necessary for the proper functioning of the centre.</li></ul>

<b>Academic Qualifications:</b>	Degree in Secretarial or relevant area for the function.
<b>Minimum profile required:</b>	Higher education in secretariat. Minimum 8 years of professional experience in similar functions. Fluency in Portuguese and English, spoken and written. Computer domain and MS Office tools (user).
<b>Preference factors:</b>	Short term availability. Proactive and autonomous profile, collaborative and problem-solving oriented. Excellent organizational skills, with knowledge in document management and time management. Good communication skills, easily adapting to multicultural environments and developing strong interpersonal relationships. Solid experience in organizing events. Experience in coordinating with teams remotely, using virtual collaboration and information-sharing tools (Google Drive/Docs) and conducting meetings (Zoom/MS Teams). We value experience in the Academic/Research area.

<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: Prof. Ricardo Jorge Bessa; Member: Prof. Manuel Matos; Member: Prof. David Emanuel Rua;
<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 2023-08-03 to 2023-09-04
<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>