

CALL FOR APPLICATIONS — **Administrative Assistant**

Job reference: AE2026-0080

Institution: INESC TEC - Instituto de Engenharia de Sistemas e Computadores, Tecnologia e Ciência

Position: Administrative Assistant

Regime and Location: Hybrid- Porto

Scientific Advisor: Paulo Vicente Marques

Duration of the contract: Fixed-term contract, starting on May 25th or as agreed between the parties.

Job summary:

INESC TEC is opening a call for applications for the recruitment of an Administrative Assistant to provide administrative and secretarial support to the activities of an R&D centre.

Main responsibilities:

Support the activity carried out at the research centre, ensuring administrative tasks in accordance with institutional procedures, in particular:

- Travel arrangements (national and international);
- Support for the purchase of goods and services;
- Support for the recruitment and reception of new employees and monitoring of their course;
- Scheduling and support of meetings, with minute-taking and monitoring of pending topics;
- Support for the organisation of events;
- Face-to-face, phone and virtual assistance of employees and external contacts;
- Handling correspondence and keeping the records up to date;
- Support to other strategic projects and, in general, to all the tasks necessary for the proper functioning of the centre.

Minimum profile required and Academic Qualifications:

Academic qualifications: Degree in Administrative Assistance, Management, or a related field.

- At least 2 years' professional experience in similar roles.
- Fluency in Portuguese and English, both spoken and written.
- Advanced computer skills and proficiency in MS Office tools (user level).

Preference factors:

- Available to start immediately.
- Proactive, independent, collaborative and problem-solving oriented.
- Excellent organisational skills, with knowledge of document management and time management.
- Good communication skills, with the ability to adapt to multicultural environments and build strong interpersonal relationships.
- Experience in organising events.
- Experience in coordinating with remote teams, using virtual collaboration and information-sharing tools (Google Drive/Docs) and conducting meetings (Zoom/MS Teams).
- We value experience in the academic/research field.

What we offer:

- Integration into a leading institution within the National Scientific System;
- A stimulating challenge and the chance to contribute to the creation of something new and of strategic importance to the institution;
- A collaborative, international, inclusive and innovation-driven environment;
- Autonomy and the opportunity for personal and professional growth;

- Access to specialized training, flexible working hours, a hybrid work model, health insurance, and other benefits in place;
 - Compensation commensurate with experience and role, with the possibility of performance-based bonuses.
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Application process:

- Submission via <http://www.inesctec.pt/> under the section "[JOIN OUR TEAM](#)";
 - Application period: from 2026-04-16 to 2026-04-29;
 - Candidates who meet the minimum requirements will be admitted to the evaluation and selection phase.
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Selection criteria:

Curriculum evaluation

The selection process consists of two stages: the first stage is Curriculum Evaluation (CE), followed by an Individual Interview (II). All parameters are assessed on a scale from 0 to 100, taking into account merit, suitability, and preferential factors.

- The CE parameters and respective weightings are as follows:
- Professional Experience (PE, 45%): Years of relevant experience in the role (30%); Relevance of previous positions (15%)
- Academic Qualifications (AQ, 30%): Highest academic degree obtained (20%); Relevance of academic background to the role (10%)
- Certifications and Additional Qualifications (CQ, 25%): Relevant certifications/additional training (5%); Verification of preferential factors (20%)

Candidates with a CE score below 50 will be excluded on absolute merit grounds. The top five candidates who are not excluded will be invited to the II. The Final Score (FS) is calculated based on CE (50%) and II (50%).

Communication of results

The results of the selection process will be sent to the interested by electronic mail.

Disability incentive:

- Disability $\geq 90\%$: +20 points in the curriculum evaluation;
- Disability $\geq 60\%$ e $<90\%$: +10 points in the curriculum evaluation.

In these cases, the adjusted Curriculum Evaluation score may exceed 100 points. Submission of a valid Multi-purpose Medical Certificate of Disability is mandatory.

Selection Jury:

- Chair: Paulo Vicente Marques
- Members: Luís Carlos Coelho, Fábria Pereira e Joana Dumas