

CALL FOR APPLICATIONS: Administrative Assistant

Job reference:	AE2024-0191 (CPES-Geral - CPES) INESC TEC - Instituto de Engenharia de Sistemas e Computadores, Tecnologia e Ciência
Position:	Administrative Assistant
Regime and location:	Hybrid - INESC TEC in Porto
Work field:	Administrative

Job summary:

INESC TEC is an R&D institution that aims to create a sustainable future through science, technology and innovation with an impact on society, and is accepting applications for 1 Administrative Assistant for the Center's activity.

Responsible: Ricardo Jorge Bessa

Duration of the contract: from 2024-07-02 to 2025-07-01, eventually renewable

Location: INESC TEC, Porto, Portugal

Job description:

Work Area: Administrative support for the Center's activity.

Job description: 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.

Objectives: Support the activity developed at that Research Centre, ensuring administrative tasks in accordance with institutional procedures, namely:

- travel organization (national and international);
- support to purchase of goods and services;
- support for recruiting and welcoming new employees and monitoring their journey;
- scheduling meetings and supporting them, writing minutes and following up on pending issues;
- support in organizing events;
- face-to-face, telephone and virtual support for employees and external contacts;
- treatment of correspondence and maintenance of the updated file;
- support for other strategic projects and, in general, all tasks necessary for the proper functioning of the centre.

Benefits and advantages: Being part of a collaborative, diverse, international, socially responsible, multicultural and inclusive environment, with excellent conditions for individual growth. Being able to have a good balance between personal and professional life through flexible working hours, a hybrid system (teleworking and office-based), tolerance days, birthdays, health insurance with the possibility of extending it to family members, free parking, discounts on hotels, gyms and transport, among others.

Requisites and Qualifications:

Academic Qualifications: Degree in Secretarial or relevant area for the function.

Minimum profile required: Higher education in secretariat.

Minimum 2 years of professional experience in similar functions. Fluency in Portuguese and English, spoken and written.
Computer domain and MS Office tools (user).

Preference factors: 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 área.

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

Application process: Filling in the fields in the "Submit Application" section on INESC TEC's website.

The candidates who fulfill the minimum requirements will be admitted to the assessment and selection phase

Evaluation and selection methodology:

Consisting of two phases, the first involves a Curriculum Assessment (CA) and the second an Individual Interview (IE).

All parameters are assessed on a scale of 0 to 100, taking into account merit, suitability and preference factors.

The CA parameters and their respective weights are:

- Professional Experience (PE, 40%): Years of relevant experience in the field (30%); Relevance of previous positions (10%)
- Academic Background (AF, 40%): Highest academic degree obtained (30%); Relevance of courses to the position (10%)
- Additional Certifications and Qualifications (CQ, 20%): Additional certifications/training relevant to the position (10%); Verification of preference factors (10%)

Candidates with AC < 50 are excluded on absolute merit. The best five candidates who are not excluded on absolute merit are called for the IE. The Final classification (FC) is obtained from the AC (70%) and the IE (30%).

**Disability
Incentive:**

Candidates who present a degree of disability equal to or greater than 90% will benefit from an incentive (20) in the score of the CV Assessment

Candidates who present a degree of disability equal to or greater than 60% and less than 90% will also benefit from an incentive (10) in the score of the CV Assessment.

Said score may, in these cases, exceed 100 points.

Candidates must demonstrate the degree of disability during the application, namely through the submission of the Multi-Purpose Medical Certificate of Disability, issued in accordance with Decree-Law no. 202/96, of October 23, currently in effect.

Selection Jury

President of the Jury: Ricardo Jorge Bessa;
Member: Manuel Matos;
Member: David Emanuel Rua;

Notification of results:

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

Application period:

From 2024-05-21 to 2024-06-14

Application submission:

Electronic form filling in www.inesctec.pt in the section [WORK WITH US](#)