

CALL FOR APPLICATIONS: Executive Assistant

Job reference: AE2025-0061 (IBH - SRI-IBH)

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

Position: Executive Assistant

Regime and location: In-person – INESC Brussels HUB

Work field: Senior support to management, event organization and administrative tasks

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 **Executive Assistant**.

Responsible: Ricardo Migueis

Duration of the contract: Open-ended contract (CDI - *Contrat à Durée Indéterminée* – Starting date: 1 April or as agreed between parts)

Location: INESC Brussels HUB, Brussels and availability to travel

Job description:

INESC TEC is an R&D institution committed to creating a fulfilling and sustainable future through impactful science, technology and innovation. We are seeking an **Executive Assistant to join the INESC Brussels HUB team.**

This position directly supports **the Head of INESC Brussels HUB** in delivering the organization's strategic goals within the EU Research and Innovation framework. The role involves managing the Brussels office operations, coordinating events that showcase R&D capabilities, and ensuring smooth communication between stakeholders. **Key responsibilities include secretariat duties and liaison with headquarters for financial and administrative processes.**

We seek **a professional who excels in a compact team setting, has strong organizational skills and can effectively coordinate activities between multiple locations.** The ideal candidate will understand the importance of representing institutional research interests in the European context.

Work Area: Senior support to management, event organization, stakeholder interaction, and administrative tasks related to the representation of the largest R&I institution in Portugal.

Job description: The selected person will work in the INESC Brussels HUB headquarters, in Brussels, and will report to the Head of the INESC Brussels HUB.

Key Responsibilities

- **Administrative Support:**
 - Manage the calendar and agenda of the Head of INESC Brussels HUB.
 - Ensure clear and effective communication and documentation between Brussels HUB and INESC TEC headquarters.
 - Monitor and maintain accurate records of operational, financial and administrative workflows.
- **Event Coordination:**
 - Organize meetings, workshops, and events to support the HUB's engagement with EU stakeholders.
 - Coordinate logistics, participant outreach, and post-event reporting, leveraging virtual event platforms as needed.
- **External Liaison:**
 - Liaise with policymakers, researchers, and administrative services to facilitate smooth collaboration.
 - Represent the HUB professionally during in-person and virtual engagements, acting as the point of contact for day-to-day operational needs.

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- **Financial and Administrative Flow Management:**

- Collaborate with HQ departments to process budgets, expenses, and funding reports.
- Ensure compliance with internal and external administrative procedures, proactively addressing discrepancies.

- **Operational Efficiency:**

- Identify and implement process improvements for better administrative and operational outcomes.
- Anticipate team needs and independently address unexpected challenges.

INESC Brussels HUB plays a pivotal role in developing and implementing projects and tenders of strategic importance. It also actively collaborates with pre-award teams across institutes to support and enhance proposal development efforts. Additionally, the HUB leads communication and visibility initiatives at the EU level. Therefore, sensitivity and prior experience in working with pre-award and communication teams is highly valued.

Requisites and Qualifications:

Academic Background:

- A degree in management, administration, or a related field is preferred. Equivalent professional experience will be considered.

Experience:

- Proven background (5+ years) in executive or administrative support roles, preferably within an R&I or EU environment.
- Event planning or project coordination experience is a strong plus.

Skills:

- **Organization & Detail:** Proven track record in managing complex administrative workflows with high attention to detail
- **Communication:** Strong verbal and written communication abilities, with experience in cross-border professional interactions
- **Adaptability:** Demonstrated ability to manage multiple priorities and learn new processes in a dynamic environment.
- **Digital Proficiency:** Strong command of Microsoft Office Suite, and experience with digital collaboration tools.
- **Languages:** Fluency in English (required); Knowledge of Portuguese, Dutch and/or French is valued.

Type of contract: Open-ended contract

What We offer:

- **Collaborative Environment:** Be part of an international, diverse, and socially responsible workplace that values inclusion and multicultural perspectives.
- **Work-Life Balance:** Benefit from flexible hours and hybrid working arrangements that support your personal and professional life.
- **Benefits Package:** Comprehensive benefits including birthday leave, health insurance, and public holidays.
- **Professional Growth:** Clear opportunities for individual development in a dynamic European context.
- **Impactful Role:** Opportunity to contribute to strategic goals within the EU Research and Innovation framework in Brussels
- **Competitive conditions:** A 14-month benchmarked competitive salary, adjusted to your experience level

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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 EI. The Final classification (FC) is obtained from the AC (70%) and the EI (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: João Claro

Member: Inês Lince

Member: Ricardo Migueis

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

Application period: From 2025-02-04 to 2025-02-17

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