

CALL FOR APPLICATIONS: Administrative Assistant

Job reference:	AE2025-0147 (HASLAB-Geral - HASLAB) INESC TEC - Instituto de Engenharia de Sistemas e Computadores, Tecnologia e Ciência
Position:	Administrative Assistant
Regime and location:	Hybrid - INESC TEC in Braga
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 a Administrative Assistant in the Administrative field.

Responsible: Catarina Leones Fernandes

Duration of the contract: from 2025-06-01 to 2025-02-28, eventually renewable

Location: INESC TEC, Braga, Portugal

Job description:

Work Area: Administrative

Job description: The selected person will work in Braga at the UMinho Campus and report to the Research Centre Coordination team, in articulation with the Secretariat Coordination.

Objectives: (Maternity Leave Cover) Supporting the activities carried out at the Research Centre, ensuring proactive and high-quality administrative tasks by institutional procedures, namely: - face-to-face, telephone and virtual assistance to employees and external contacts; - travel management (national and international) and expense management; - support the procurement of goods and services; - support for the recruitment, onboarding of new employees; - scheduling meetings and corresponding support; - support in organizing events; - analyzing scientific publications; - support and analysis scholarships holders tuition fee records; - support to budget control; - elaboration of the various processes related to the activities described above in an integrated information system with a web-intranet interface; - handling correspondence and keeping the archive up to date; - administrative support for the INESC TEC/UM Centre; other tasks that are necessary for the proper function of the team.

Benefits and advantages:

- Be part of a collaborative, diverse, international, socially responsible, multicultural and inclusive environment with experts in systems administration and artificial intelligence, with clear conditions for individual growth.
- Be able to have a good work-life balance through flexible working hours, hybrid working arrangements (teleworking and face-to-face), time off, birthdays, health insurance with the possibility of extending it to family members, discounts on hotels, gyms, transport, among others.

Requisites and Qualifications:

Academic Qualifications: Degree in Secretariat, management or a similar area.

Minimum profile required: Fluency in English, spoken and written. Domain of computer and MS Office tools (user).

Preference factors: Immediate availability. Proactive and autonomous profile, collaborative and oriented to problem solving. Excellent organisational skills, with knowledge of document management and time management. Good communication skills, easy to adapt to multicultural environments. Experience in organizing events. Experience and ease of articulation with teams remotely, through the use of virtual tools for collaboration and information sharing (Google Drive, Google Docs) and conducting meetings (Zoom/MS Teams). We value experience in academia/research.

Funding Entity:

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, 35%): Years of relevant experience in the position (15%); Relevance of previous positions (20%)
- Academic Background (AF, 45%): Highest academic degree obtained (15%); Relevance of courses to the position (30%)
- 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 (60%) and the EI (40%).

**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 of - currently in effect.

Selection Jury

President of the Jury: Alcino Cunha;
Member: Catarina Leones Fernandes;
Member: : Grasiela Almeida.

Notification of results:

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

Application period:

From 2025-03-27 to 2025-04-09

Application submission:

Electronic form filling in <http://www.inesctec.pt/> in the section [WORK WITH US](#)



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