

**INESC TEC | Strategic Administrative Management and
Executive Support in R&I Institution Representat
INESC TEC**

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Posted Mar. 18, 2024, set to expire Jul. 14, 2024

Job Title	INESC TEC Strategic Administrative Management and Executive Support in R&I Institution Representat
Department	SRI
Institution	INESC TEC BRUXELAS, , Belgium
Date Posted	Mar. 18, 2024
Application Deadline	Mar. 28, 2024
Position Start Date	Mar. 14, 2024
Job Categories	Graduate Student
Academic Field(s)	Engineering - Other
Apply Online Here	https://www.inesctec.pt/en/opportunities/strategic-administrative-management-and-executive-support-in-r-and-i-institution-representation-AE2024-0119#intro
Apply By Email	
Job Description	

Research Opportunity

Strategic Administrative Management and Executive Support in R&I Institution Representation

Work description

This position is designed to provide multifaceted support to the head of the INESC Brussels HUB, emphasizing autonomous operation, informed decision-making, and

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proactivity within a small, dynamic team.

The Strategic Executive Assistant will be pivotal in administrative management, supporting strategic events and projects, and institutional communication, operating within the European R&I context.

Academic Qualifications

Bachelor's degree in any field, preferably with a strong understanding of the EU research and innovation framework

Minimum profile required

- Excellent command of English;
- Knowledge of Portuguese, French, Dutch, or other EU languages is a plus;
- Ability to work independently, with initiative and proactivity.

Preference factors

- Prior experience in executive support, project management, or institutional communication in European R&I contexts;
- In-depth knowledge of EU funding mechanisms and research and innovation policies.

Application Period

Since 14 Mar 2024 to 28 Mar 2024

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Scientific Advisor

[Ricardo Miguéis](#)

For more information: <https://www.inesctec.pt/en/opportunities/strategic-administrative-management-and-executive-support-in-r-and-i-institution-representation-AE2024-0119>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Belgium

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