

**INESC TEC | Administrative Assistant (AE2024-0492)**  
**INESC TEC**

Direct Link: <https://www.AcademicKeys.com/r?job=249453>

Downloaded On: Feb. 6, 2025 1:17pm

Posted Nov. 22, 2024, set to expire Mar. 24, 2025

<b>Job Title</b>	INESC TEC   Administrative Assistant (AE2024-0492)
<b>Department</b>	PE
<b>Institution</b>	INESC TEC PORTO, , Portugal
<b>Date Posted</b>	Nov. 22, 2024
<b>Application Deadline</b>	Dec. 4, 2024
<b>Position Start Date</b>	Nov. 21, 2024
<b>Job Categories</b>	Graduate Student
<b>Academic Field(s)</b>	Engineering - Other
<b>Apply Online Here</b>	<a href="https://www.inesctec.pt/en/form/notice/5176">https://www.inesctec.pt/en/form/notice/5176</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

**Administrative support for the Center's activity.**

**Work description**

The selected person will work in the ISEP Campus, in Porto and will report to the coordination team of INESC TEC.OCEAN, in articulation with the Secretariat Coordination.

**Academic Qualifications**

- Degree in Secretarial or relevant training and attested experience for the function.

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### Minimum profile required

- Minimum 5 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.

### Application Period

Since 21 Nov 2024 to 04 Dec 2024

### Scientific Advisor

[Eduardo Silva](#)

### What we offer

- **Multicultural and collaborative environment**

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- A multicultural, international and collaborative environment that makes it easier to exchange ideas, work in networks and create synergies.
- **International projects**
- The possibility of working in international projects with some of the most important companies in the field.
- **Mentoring**
- Mentoring with the best researchers in the fields of electrical and industrial engineering, bioengineering, information technology and physics.
- **Self Improvement**
- The possibility of participating in international conferences, workshops, seminars and vocational training.
- **Other Benefits and Perks**
- Flexible working time, health insurance, discounts in hotels, transportation, etc.
- **Informal Events**
- Annual informal events, such as the multicultural party.

For more information: [Click here](#)

### Contact Information

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

### Contact

Portugal

**Contact E-mail**      rh@inesctec.pt