

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

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

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

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

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