

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

Direct Link: <https://www.AcademicKeys.com/r?job=232943>

Downloaded On: May. 9, 2024 3:03am

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

<b>Job Title</b>	INESC TEC   Strategic Administrative Management and Executive Support in R&I Institution Representat
<b>Department</b>	SRI
<b>Institution</b>	INESC TEC BRUXELAS, , Belgium
<b>Date Posted</b>	Mar. 18, 2024
<b>Application Deadline</b>	Mar. 28, 2024
<b>Position Start Date</b>	Mar. 14, 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/opportunities/strategic-administrative-management-and-executive-support-in-r-and-i-institution-representation-AE2024-0119#intro">https://www.inesctec.pt/en/opportunities/strategic-administrative-management-and-executive-support-in-r-and-i-institution-representation-AE2024-0119#intro</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

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

**Contact E-mail**      [rh@inesctec.pt](mailto:rh@inesctec.pt)