

## Administrative Assistant - CGPP

**Internal reference:** AssisteTécnico/CGPP/IBMC/0605/2024

CGPP is the provider of clinical and molecular diagnostic services, in the field of Medical Genetics, of the IBMC - Institute for Molecular and Cell Biology ([www.ibmcc.up.pt](http://www.ibmcc.up.pt)), at i3S – Institute for Research and Innovation in Health ([www.i3s.up.pt](http://www.i3s.up.pt)), is looking to hire an Administrative Assistant to join the CGPP's administrative team. The selected professional will be responsible for providing support in various administrative tasks, including:

- (1) Checking the information to be sent to the clinician;
- (2) Sending genetic test reports;
- (3) Support in receiving and entering samples;
- (4) Organisation of clinical and laboratory archives;
- (5) Telephone answering for users, clinicians and other external stakeholders;
- (6) Other general administrative tasks inherent to the job.

### **Minimum requirements:**

- Minimum academic qualifications at 12<sup>th</sup>- grade level;
- Excellent knowledge of MS Office, especially in Word and Excel applications;
- Good knowledge of English;
- Strong motivation and passion for the health sector;
- Rigorous, confidential, proactive professional with analytical skills and ability to meet deadlines;
- High sense of responsibility and team spirit.

### **Preferential conditions:**

- Professional administrative experience in the health sector;
- Experience with invoicing software;
- Immediate availability.

**Documents needed:**

- CV (in Portuguese or English)
- Motivation letter (in Portuguese or English)
- Reference letter(s) (optional)

Candidates shall submit their application, containing the required information and supporting documentation, in digital form (PDF format) at the following link:

<https://dozer.i3s.up.pt/applicationmanagement/#/addapplications/6ccc2d84427fd4e50a6554578e0932e>

**Deadline:**

The applications are between 6<sup>th</sup> May 2024 and 31<sup>st</sup> May 2024

The **jury**, composed of João Parente Freixo (President of the jury), Andreia Perdigão, Jorge Oliveira, Milena Paneque and Sofia Melo Pereira, will select the best candidates for a personal interview.

**Starting date:** Expected by the 17<sup>th</sup> June 2024

Both an admitted and excluded candidate list and a final classification list shall be published on the website of the Institute ([www.ibmc.up.pt](http://www.ibmc.up.pt)) and the candidates will be notified by email.