Administrative Assistant - CGPP

Internal reference: Assistente/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.ibmc.up.pt), at i3S – Institute for Research and Innovation in Health (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 12th-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 6th May 2024 and 31st 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 17th 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) and the candidates will be notified by email.