

RECRUITMENT NOTICE

Administrative advisor

Opportunity 13/2021

ForestWISE CoLAB studies forest and fire issues, researching and developing innovation, knowledge and technology transfer activities. Our aim is to increase sustainable forest management in Portugal and the competitiveness of the Portuguese forest sector and at the same time, reduce the negative consequences of big rural fires.

ForestWISE currently leads or participates in large scale and impact national and international forest and fire projects, integrating research, innovation and knowledge transfer in a collaborative process with universities, industry, companies, public sector and the society. Our young and dynamic team seeks the best human resources in each of its areas of expertise. Join us!

ForestWISE, funded by the Operational Program Norte 2020, in the thematic area of Competitiveness and Employment, through the European Social Fund, has an opening to hire Highly Qualified Human Resources (code NORTE-06-3559-FSE- 000045).

This recruitment notice opens **one** position for an **Administrative advisor**.

Position: Administrative advisor

Summary description of the function:

Within the dependency of ForestWISE's CTO, the Administrative advisor will:

- Advise CTO's activity;
- Perform tasks related to ForestWISE's general business, according to the established procedures;
- Receive and register correspondence;
- Compose memos, minutes, letters, reports, informative notes and other documents, based on information provided and/or direct participation in meetings;
- Ensure archiving and management of digital and physical documentation, according to the established procedures;
- Ensure the regular flow of information with administrative and financial support services;

- Ensure administrative and logistical support to all ForestWISE employees;
- Administrative support for purchasing and facility management tasks.

Qualifications:

- Degree in Secretariat, Administration or related areas
- Three years of professional experience in Administrative Office or Secretariat and Business Communication or Administrative management
- Experience in effective communication, organizational and social behavior techniques
- Understand the difference between the organization's mission, vision, and values;
- Acquirements about Office (user's perspective);
- Written and oral domain of the Portuguese and English language (C1 level of the European Common Reference Framework)

Personal skills/ Soft Skills:

- Organization and work method skills;
- Ease of relationship with different interlocutors;
- Excellent communication and interpersonal skills;
- Excellent writing and synthesis skills;
- Proactivity and ability to identify improvements in the information flows;
- Proactivity in solving organization's daily issues;
- Ability to manage CTO's agenda;
- Availability and flexibility of schedule.

Evaluation Criteria:

- Interview with candidates with curricular evaluation equal to or greater than 14 values
- The final classification will be the weighted average of the curriculum evaluation, which will assume a weight of 70%, and the interview, which will represent 30%
- Selection of the candidate with the best final ranking
- The jury reserves the right to decide not to select any candidate if they agree that none of the candidates has the profile required.

Conditions:

The candidate to be hired will be entitled to an employment contract with a fixed annual salary between TRU10 and TRU20 levels according to the curriculum vitae and the experience presented and proven

Workplace: Vila Real

Immediate availability and schedule flexibility

ForestWISE actively promotes a non-discrimination and equal access policy. No candidate can be privileged, benefited, harmed or deprived of any right or exempted from any duty due to, namely, parentage, age, gender, sexual orientation, marital status, family situation, economic status, education, origin or social status, genetic heritage, reduced work capacity, disability, chronic illness, nationality, ethnic origin or race, territory of origin, language, religion, political or ideological convictions and union membership.

Jury:

José Manuel Mendonça – President of the Administration Board

Francisco Carvalho – Administration Board

Francisco Parada – Administration Board

Carlos Manuel Silva – Administration Board

Carlos Fonseca – Chief Technology Officer

Application submission:

Send curriculum vitae, degrees certificates, motivation letter and other documents, if necessary, to contact.fw@forestwise.pt and raquel.paiva@forestwise.pt

Date: From 16/09/2021 to 08/10/2021