

GIMM is recruiting a Front Officer under an Employment Contract - Reference GIMM/CT/56-2025

The **Gulbenkian Institute for Molecular Medicine (GIMM)** is seeking a **Front Office Officer** to join its administrative team in Lisboa and Oeiras.

This work is funded by national funds through the FCT - Fundação para a Ciência e a Tecnologia, I.P., under the project LA/P/0082/2020.

This position plays a central role in ensuring the smooth daily operation of the institute, providing administrative and logistical support to GIMM's management and staff, and serving as the first point of contact for visitors, researchers, and external partners.

Main Responsibilities:

- Manage the Front Office operations, including phone and in-person reception, welcoming visitors, and directing them appropriately.
- Support the daily administrative routines, including:
 - Coordination of meeting rooms and agenda management;
 - Handling mail and courier services (incoming and outgoing);
 - Ordering and restocking office supplies, coffee, and consumables;
 - Maintenance of common meeting rooms and areas.
- Provide logistical support for travel arrangements, reimbursements, and events.
- Assist with access control and parking management, coordinating with internal teams.
- Support the Finance and Legal departments with the processing, validation, and filing of invoices and documents.
- Ensure the smooth coordination between the Oeiras and Lisbon sites, contributing to a collaborative and efficient working environment.

Profile of Candidate:

- Strong sense of **organization, reliability, and attention to detail**;
- Excellent **communication and interpersonal skills**; proactive and service-oriented attitude.
- Ability to work independently and manage multiple tasks simultaneously.
- Fluency in **Portuguese and English** (spoken and written).
- Solid computer skills, including Microsoft Office tools; experience with ERP or procurement systems is an advantage.



- Minimum of **2 years' experience in administrative, front office, or secretarial functions**, preferably in a scientific, academic, or corporate environment.
- High standards of discretion and professionalism.

Workplace:

- This position is based at **GIMM Lisboa** (Av. Professor Egas Moniz, Edifício Egas Moniz) and **GIMM Oeiras** (Rua da Quinta Grande 6, Oeiras).

What We Offer:

- **Employment Conditions:** Full-time, employment contract, expected to start in November 2025.
- **Salary and Benefits:**
 - Gross monthly salary of €1.000,00; in line with the project budget and internal regulations;
 - Holidays and Christmas allowances, subject to mandatory taxes under Portuguese Labour Law;
 - Meal allowance of €7.80 per working day.
- **Work Environment:**
 - Integration into a dynamic, mission-driven institution at the forefront of biomedical research;
 - Collaborative and inclusive working environment.
- **Additional Perks:** Competitive compensation package, adjusted according to experience and internal policies.

How to apply: Please submit your CV; Short Motivation Letter (in English or Portuguese) in PDF format to People & Culture Team through the email positions@gimm.pt with subject line **“Front Office Officer – Lisboa/Oeiras”**, from **November 10th 2025 until November 28th 2025.**

Note: Candidates who incorrectly formalize their application or do not submit the documents proving the compliance with the requirements indicated in the call will be excluded. The jury has the right to require to any candidate, in case of doubt, to present documents proving their statements.

Non-discrimination and equal access policy: GIMM promotes a non-discrimination and equal access policy, wherefore no candidate can be privileged, benefited, impaired or deprived of any rights whatsoever, or be exempt of any duties based on their ancestry, age, sex, sexual preference, marital status, family and economic conditions, instruction, origin or social conditions, genetic heritage, reduced



work capacity, disability, chronic illness, nationality, ethnic origin or race, origin territory, language, religion, political or ideological convictions and union membership.

International environment and experience: Diversity is a fundamental aspect of the essence of GIMM, where researchers and non-researchers of different nationalities, backgrounds and areas of study work together, promoting the exchange of experiences and interactions, contributing to the personal and professional development of each person and to the existence of an international, inclusive and stimulating environment.

Pursuant to Decree-Law nr 29/2001 of 3rd February, disabled candidates shall be preferred in a situation of equal classification, and said preference supersedes any legal preferences. Candidates must declare, on their honour, their respective disability degree, type of disability and communication / expression means to be used during selection period on their application form, under the regulations above.

Evaluation Criteria: Applications will be evaluated by Inês Domingues (Chief of Staff to the CEO) and Clara Artur (Assistant to the Board of the Executive Committee), in accordance with the following method:

- CV (50%);
- Motivation Letter (50%).

Results: Both admitted and excluded candidates list and final classification list shall be communicated to all admitted candidates through email.

Preliminary Hearing and Final Decision Deadline: After notification, all candidates have 10 working days to respond. Panel's final decisions are pronounced within a period of 90 days, from application deadline. The present call is exclusively aimed at filling the indicated vacancy and may be terminated until the homologation of the final candidates' ranking list and expires with the respective occupation of the position on offer.

For further information about GIMM, please visit www.gimm.pt.

Oeiras, November 07th 2025



HR EXCELLENCE IN RESEARCH

