

Expression of Interest - Operational Assistant in Equipment and Facilities Management

Open Call for Operational Assistant in Equipment and Facilities Management– Expression of Interest

The **Gulbenkian Institute for Molecular Medicine (GIMM)** is seeking a Operational Assistant to join Equipment and Facilities Management unit, responsible for the rooms and equipment under the responsibility of Safety & Compliance.

The main responsibilities include:

- Measure and record the temperature of equipment and rooms;
- Oversee deliveries of liquid nitrogen cylinders and dry ice;
- Replace central gas cylinders;
- Support the maintenance of -80°C freezers (e.g., removing ice from doors, cleaning filters);
- Perform daily chlorine level measurements and operate water taps as required.
- Clean development equipment;
- Assist in checking and maintaining emergency equipment stock (e.g., first aid kits/ointments—monthly; spill kits, eye wash stations, and fire blankets—quarterly).

Profile of Candidate

- Secondary school education (12th grade) or equivalent; lower academic levels may be considered with relevant experience;
- A proactive, energetic, and hands-on attitude;
- Strong sense of responsibility and reliability;
- Excellent organizational skills, with the ability to multitask and maintain high attention to detail;
- Ability to work effectively as part of a team;
- Strong interpersonal and communication skills;
- Good command of English, both spoken and written;
- Confident using computers and common office software,

Working Conditions:

- Fixed Term Contract until December 31th 2026.

Please send a detailed motivation letter, explaining why this position is of interest and what motivates you to be an Operational Assistant and your CV, detailing previous relevant experience, through the e-mail positions@gimm.pt.