

About GIMM

The Gulbenkian Institute for Molecular Medicine (GIMM) is a pioneering Portuguese private research foundation with an ambitious vision for fundamental scientific exploration and its profound impact on global health and well-being.

Founded in 2023, GIMM is the result of the merge of two leading research institutes, *Instituto de Medicina Molecular João Lobo Antunes (iMM)* and *Instituto Gulbenkian de Ciência (IGC)* and is dedicated to unraveling the fundamental mysteries of life while standing at the forefront of transdisciplinary research.

What GIMM seeks

At this moment, GIMM is opening an internal opportunity for an **HR Administrative assistant** to join the People & Culture Unit.

Main responsibilities include

- Organization, management and digitization of documentation, ensuring accurate physical and digital filing of information;
- Monitoring and updating administrative records, including control of entries, exits, and employee data;
- Cross-functional support to Human Resources activities, contributing to the efficiency of internal and administrative processes.
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Profile of Candidate

- Higher education in Human Resources, Social Sciences or equivalent professional experience;
- Professional experience in administrative tasks,
- Proficiency in **English**, oral and written,
- Portuguese language skills are an asset.

What GIMM offers

GIMM offers outstanding working conditions within a collaborative and inclusive research environment.



This is a full-time internal position, offered under a unfixed-term contract with an expected end date of December 31, 2026, and access to GIMM benefits such as Médis health insurance, meal allowance, and other institutional perks.

The workplace will be divided between Lisbon and Oeiras campuses, with flexibility and regular on-site presence.

How to apply

Interested candidates should submit their CV (in PDF) to positions@gimm.pt with the Tittle "HR Administrative - name "by May 22, 2026.