

## **EXECUTIVE ASSISTANT (Ref. 23EAP236)**

Executive Assistant to work at the University of São Paulo, campus Butantã in São Paulo city.

### **ATTRIBUTIONS:**

The Executive Assistant will be responsible for the agenda and minutes of meetings for the Executive & Scientific Director, the Executive Committee and other Directors. Responsible for cataloguing and distributing information, assisting top-level academic members and staff, and arranging schedules. Screening and prioritising mail and phone calls, researching and responding e-mails. Maintain executive calendars and meeting agendas and make travel arrangements. Organize and maintain files and office libraries of books, papers, and digital media. Prepare and organize national and international visitors and authorities' receptions at the centre in contact with the rectorate staff and other academic departments.

### **SKILLS & REQUIREMENTS:**

Full proficiency in the Portuguese and English Languages for writing, speaking, and reading; highly skilled to receive foreign visitors, and ability to communicate with all levels from students to academic, government and corporate high-level ranks.

### **ADDITIONAL INFORMATION:**

Place of Work: University of São Paulo - Campus Butantã in São Paulo City.

Full time work in person. Contract CLT and benefits: life insurance, meal voucher (vale-refeição), food allowance (vale-alimentação) and culture voucher.

Application at:

[www.sites.usp.br/rcgi/opportunities/](http://www.sites.usp.br/rcgi/opportunities/)

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[https://docs.google.com/forms/d/1RVcIZT6\\_mbFesz2jQikg4BRdYTewOsWz1ZkA3JhT\\_3c/pr](https://docs.google.com/forms/d/1RVcIZT6_mbFesz2jQikg4BRdYTewOsWz1ZkA3JhT_3c/pr)  
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