



SGROUP
EUROPEAN
UNIVERSITIES'
NETWORK

EMPLOYMENT OFFER DATA SHEET

GENERAL INFORMATION

Association: **SGroup European Universities' Network**
Address: c/o University of Porto, Praça Gomes Teixeira
Post code: 4050-526
City: Porto
Country: Portugal
General sector: University cooperation in education and training programmes
Website: <http://www.sgroup.be>

CONTACT PERSON

First name: Valère
Last name: Meus
Position: Operations Manager
E-mail: valere.meus@sgroup.be / sgroup@sgroup.be

OFFER DATA

Starting date: 1 September 2019 or later
Employment duration: Undetermined (6 months' probation)
Job classification: Contract
Working language: English
Workplace country: Portugal
Workplace city: Porto (University of Porto premises)

DESCRIPTION OF THE TASKS

- Financial management (budgets, annual accounts, membership fees, follow-up of invoices and payments);
- General administrative support, under the supervision of the Operations Manager;
- Internal communication with members;
- External communication: website, newsletter, social networks and dissemination activities;
- Administrative preparation of SGroup meetings and workshops;

- Liaison with the ministry of internal affairs in Spain;
- Preparation and organisation of meetings (live and online);
- Collaboration with the Projects Manager.

PREFERRED FIELD OF STUDIES

- Communication / Marketing;
- International Relations;
- Information Technologies ;
- Management or any other related degrees.

PREFERRED PROFILE

- Self-motivated
- Good organisational skills
- Able to work individually but also in team with the projects manager
- Strong language skills (perfect English)
- Good computer skills
- capacity to search and analyse information

COMPUTER SKILLS

Software	Level Required
Microsoft® Word™	Advanced
Microsoft® Excel™	Advanced
Microsoft® PowerPoint™	Advanced
Microsoft® Outlook™	Advanced
Social media management	Advanced
Web-content management	Standard
Communication channels (Slack, LinkedIn, Skype for Business, ...)	Advanced
File organisation skills (Dropbox, ...)	Advanced

LANGUAGE SKILLS

Language	Level Required	Notes
English	Perfect	Working language

The working language of the SGroup is English. Nonetheless, fluent knowledge of (*at least written*) other languages is an asset: the employee will manage information and dissemination between the SG Secretariat and all members from different countries.