



## **Senior Project Manager / Project Manager (EU funded projects) (Code: SPM/PM-EU-0919)**

### **Role:**

We are looking for project managers to join our team and contribute in the management of EU funded projects of territorial cooperation / education & training / research & innovation. Day-to-day tasks include a combination of the following items (with senior PMs being able to manage and lead independently while PMs would be working with the support and guidance of an experienced team):

- Setup, monitor, and manage work schedules, implementation, adherence to quality standards & funding programme rules
- Report to funding authorities on project activity and financial progress.
- Coordinate internal and external project teams, and assure communication and flow of information.
- Organise work meetings, workshops, results' dissemination events.
- Contribute in the implementation of project deliverables and dissemination actions.
- Generate business development opportunities collaborating with the business development team.
- Contribute in setting up new European project proposals, consortia, and budgets.

### **Candidate profile:**

- 3+ years of experience for Project Manager or 5+ years of experience for Senior Project Manager.
- University degree. A postgraduate qualification will be considered an asset.
- Experience in EU funded programmes, ideally for territorial cooperation or Education & Training.
- Excellent communication skills in English.
- Knowledge of project related financial rules and procedures.
- Team player, organised, flexible and able to multi-task.
- Detail-oriented, focused, reliable, capable of taking initiatives.

### **Offered:**

- Permanent, full time position in the context of a collaborative team.
- Competitive remuneration.
- Opportunities for significant career development and coordination functions in a growing company.
- Work in a creative and rewarding small business environment.
- Work with major companies, innovative research organisations and public administrations from across the EU.