

Job advertisement

Eurice is a research-led consultancy firm offering knowledge-intensive business services – with over 20 years of operational experience in Germany. For the planning and implementation of new Research & Innovation collaboration projects, we are looking for a committed

Project Manager / International Collaboration Projects (m / f / d) Location: Sankt Ingbert or Berlin

EURICE is committed to the principles of open, collaborative research and innovation on an international level. We are an interdisciplinary team of over 50 people working on a joint mission: Together with our partners we want to launch and implement innovative projects on European level that contribute to sustainability and provide added value for society. Our projects, e.g., in the area of health, food or industrial technologies, are usually supported by public funding authorities – in particular the European Commission.

Your tasks

You will be involved in initiating, planning and implementing our international research and innovation projects. This comprises various activities in the area of strategic thinking, consulting, administration, organization and communication “from the first exchange of ideas to the successful project completion”.

In detail:

- You will be involved in the initiation of collaboration projects and elaboration of funding concepts/proposals
- You will consult and support in the definition of tasks, roles and responsibilities in a collaboration project
- You will elaborate project structure plans and schedules with a focus on formal and administrative (including financial) aspects
- You will align and jointly agree upon project management structures and processes within the collaboration
- You will guide the internal project communication with the project partners and the interaction with the funding authority
- You will coordinate the collection of partner contributions in interdisciplinary collaboration projects and incorporate them in the requested structure
- You will support the scientific-technical project coordinator in the elaboration of project status reports including budget plans and corresponding reports
- You will plan, organize and prepare project meetings and participate to them
- You will prepare and communicate target group specific communication of project results
- You will be involved in the preparation of marketing and information material, write short news articles and project-related texts

Your Profile

- Full professional English (verbal and in writing)
- You have a Master or a comparable higher education degree
- Already having skills and experience in the area of project management, e.g., with regard to the use of project management tools, is advantageous
- You have distinct analytical and conceptual skills
- You are quick in understanding newly presented information, you like to work independently, diligently and in a structured manner

- You are committed and have a results-oriented way of working
- You have exceptional communication skills with strong written and verbal communication ability as well as excellent moderation and conversational skills
- You are proactive and convincing/ have strong persuasive skills, you like to work in teams and are service-oriented
- You have great consulting and organizational capabilities, notable presentation skills and a friendly and reliable manner
- You enjoy working in an international environment

Professional experience

- At least two years of professional experience in a related environment

What we offer

- An open and friendly working environment in a committed team
- Interesting benefits such as a company pension scheme and supplementary health insurance
- Flexible hours, part-time work and the option to work from home
- Regular team events
- Training opportunities
- Cooperation with renowned research institutions in important topics of the future
- International business trips
- Practical insight in the work of the European Commission and know-how about the European research and innovation funding schemes
- You will gain further insight into our activities and our exciting working environment [here](#)

Your application

Have we raised your interest? We are looking forward to hearing from you and receiving your complete application file including your CV, certificates and further references. Please compile them all in one PDF document and send them via e-mail to **bewerbung@eurice.eu**

Please direct all specific questions in writing to bewerbung@eurice.eu