

## Job Advertisement

# Project Manager / International Collaboration Projects (m/f/d)

**Locations: Berlin or St. Ingbert**

The European Research & Project Office GmbH – EURICE plans, advises and realises a wide range of research and innovation projects on an international level. As part of our multi-layered innovation ecosystem, we work with around 1,000 partners from universities, research institutions, and companies worldwide. The EURICE project portfolio, in the areas of health and climate protection, for example, covers a broad spectrum of thematic research and innovation projects. With over 200 – mostly international – future-oriented projects we contribute significantly to finding new solutions for socially relevant problems and to supporting innovative business ideas.

### 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 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
- You will contribute to including relevant network partners and stakeholders in project-specific activities

## Your profile

- Full professional English (verbal and in writing)
- You have a Master or a comparable higher education degree
- You have skills and experience in the area of project management, ideally within the scope of research and innovation projects
- 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; networking skills
- You are proactive and 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 are interested in and understand future-oriented topics in the area of research and development
- You enjoy working in an international environment

## Professional experience

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

## 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 also indicate your preferred location.

Send your application via e-mail before **30 April 2025** to: [bewerbung@eurice.eu](mailto:bewerbung@eurice.eu)

**Please direct all specific questions in writing to:**

**[bewerbung@eurice.eu](mailto:bewerbung@eurice.eu)**