

H2020 Project Assistant

Job Purpose

We are seeking to appoint a full time, enthusiastic H2020 Project Assistant to support the coordination and delivery of [EOSC Secretariat](#), an flagship H2020 project that facilitates the realisation of the [European Open Science Cloud](#) (EOSC).

Applicants need to have:

- Proven organisational and planning skills necessary to manage complex projects within schedule;
- Fluency in English and the ability to write well and to a professional standard;
- Self-motivated, able to work independently and in international teams;
- A positive 'can-do' attitude, an analytical mind, and an eye for detail;
- Diplomatic and strong communication and engagement skills;
- Willingness and ability to travel

Responsibilities

The person will be supporting the day to day administration of the project and ensure communication at all levels.

The main tasks will be:

- Act as 1st contact point for all parties involved (e-mails dispatching and hotline)
- Logistics, organisation of events and project activities, travel bookings
- Project planning – adapting/developing project meetings, milestones and deliverables;
- Taking minutes and supporting during the Executive and Governing board meetings

What we offer

We offer an open ended contract. Our salary and benefits package reflect our desire to attract, motivate and retain the highest calibre people contributing to the growth of our business and keeping us one step ahead. We offer:

- A competitive remuneration package
- A dynamic work environment
- A pleasant working atmosphere in a local team of about 25 professionals, while being part of an international company
- Career progression prospects following the H2020 project execution

Practical information

If you are interested, please upload your EU format CV and a short motivation letter.

Applications can be sent until 20 June 2019;

Only candidates that are selected for an interview will be contacted.

Ideally, the candidate should be available for the position starting asap.

Location: Brussels

Applications should be sent to recruitment_be@technopolis-group.com,

Reference: EOSC Project assistant