| General Information | Description |
| --- | --- |
| Title | Projects Assistant |
| Department | Project Management |
| Supervisor N+1 | Project Manager |
| Direct Reports N-1 | None |

| Objective | Description |
| --- | --- |
| Overall purpose of the job | • Provide administrative support to members of the team involved in grant-funded projects. |

| Result Area | Description |
| --- | --- |
| Provide administrative support to the preparation of grant-funded project proposals and to the management of grant-funded projects | • Meeting organisation:<br>  – In-person meetings: dates, invitations, rooms, catering, attendance list, dinner, equipment etc.<br>  – Online meetings: dates, invitations, attendance list etc.<br>• Meeting attendance and note taking<br>• Financial paperwork for the processing of:<br>  – Grant payments, purchases, subcontracts<br>• Maintain the projects' MS Teams sites<br>• Prepare and process timesheets<br>• Other duties as required |

| Minimum expected knowledge & experience | Level |
|---|---|
| Working and thinking level | • Bachelor's Degree |
| Experience | • Minimum 5 years professional experience |
| Knowledge | • Deep knowledge of Microsoft suite of software tools, especially Excel<br>• Knowledge of project management procedures and tools, and of European funding programmes, considered a plus |

| Contacts | Main contacts |
|---|---|
| Internal contacts | • Daily contacts with all members of the team to co-ordinate actions |
| External contacts | • Frequent contact with partners in the consortia of grant funded projects to undertake project admin tasks and arrange meetings etc. |

| Quantitative data | Responsibility over (parts of) budget |
|---|---|
| Budget | • None |

| Skills & competencies | Core competencies |
|---|---|
| Languages | • Excellent English, any other languages a major plus |
| Software skills | • Deep knowledge of Microsoft suite of software tools, especially Excel |
| Problem solving skills | • Passion to address issues and persistence to obtain data and information from large consortia |
| Project management skills | • Eagerness to provide administrative support to managers of projects under quality, budget and time constraints |
| Other | • Ability to organise own workload and work effectively in a remote setting |

| Other information | Description |
|---|---|
| Hours per week | • The position is 40% of full time, which is 16 hours per week. |
| Location | • This a remote/homeworking post |
| Travel | • Ability to travel within Europe is a requirement. The frequency will be around once per quarter for periods of up to 3 days. |