

## **JUNIOR PROJECT MANAGER OF EUROPEAN R&D&I PROJECTS**

AMIRES is a consulting company for EU research, development and innovation (R&D&I) projects, technology scouting and business innovation. We are specialized in creation of consortia of partners with common aim for product or service innovation with significant potential for know-how commercialization. Unique and profound knowledge of the European public funding environment (e.g. Horizon 2020, 7<sup>th</sup> Framework Programme EU for research and technological development) as well as broad network of market key-players contribute to the high quality of entrusted projects. We follow projects from their initiation and planning, through negotiation, execution and management to the final stage, where exploitation of a new technologies, products or services is facilitated.

### **Job overview**

To reinforce our team, AMIRES s.r.o. (Czech Republic) is opening a position for a Junior Project Manager of European R&D&I projects. The chosen candidate will be responsible for the overall administration and management support of FP7 / H2020 project(s) in the area of new materials and for the AMIRES marketing activities.

### **Main activities and responsibilities**

In project administration and management:

- overall responsibility for the complete management of the project in close cooperation with the technical project coordinator;
- daily communication with international project partners;
- project progress monitoring;
- preparation and processing of technical and financial reports;
- maintenance and update of project web page;
- organisation of teleconferences / project meetings / workshops / conferences.

In marketing activities:

- maintenance and update of AMIRES webpage and AMIRES profiles on different social networks;
- responsibility for the preparation and publishing of AMIRES newsletter;
- contribution to the development of AMIRES marketing strategy;
- active support to AMIRES participation in different events.

### **Experience and skills**

- Master degree (technical field is an advantage);
- graduates starting their career with some experience in project administration and management (EU or FP7 / H2020 projects is an advantage);
- proficient knowledge of English (both verbally and in written), French or German is an advantage;
- very good computer literacy and skills, professional user of MS Office (Word, Excel, PowerPoint, Outlook);
- strong communication (both oral and written in formal and informal situations), presentation and organisational skills;
- target oriented;
- responsibility, flexibility, ability to work both in team and independently;
- ability to work in multinational environment;
- willingness to travel;
- driving licence;
- knowledge of Czech and European R&D&I landscape is an advantage (H2020, FP7, Structural Funds etc.).

**We offer**

- opportunity of self-realization in a small growing company with international focus;
- cooperation on excellent European collaborative R&D&I projects with participation of leading European R&D&I organisations as well as SMEs and large industries;
- further education and professional development;
- job location in Prague, Czech Republic;
- training in Switzerland;
- expected to start work in June / July 2016

To apply for this position, please send your CV and motivation letter (both in English) to [bajarova@amires.eu](mailto:bajarova@amires.eu) till April 13<sup>th</sup> 2016. Only candidates that will proceed to the next round of the job competition will be contacted by April 15<sup>th</sup> 2016.