

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

AMIRES ([www.amires.eu](http://www.amires.eu)) 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) 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 (Czech Republic) is opening a position for a **Project Manager of European R&D&I projects**. The chosen candidate will be responsible for the overall administration and management support of H2020 projects and will also actively contribute to the preparation of other project proposals.

### 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;
- community management.

In project proposals preparation:

- monitoring of suitable European R&D&I funding schemes;
- proposals structuring, commenting;
- collection of information from partners, processing of written inputs and background documents;
- business analytical activities;
- responsibility for the complete preparation and writing of respective parts of the proposals.

### Experience and skills

- Master or doctoral degree (technical or environmental field is an advantage);
- experience with project administration, management or projects proposal writing (EU projects or H2020 projects are an advantage);
- fluent in 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 European R&D&I landscape is an advantage (H2020, Structural Funds etc.).

# AMIRÉS

## We offer

- opportunity of self-realization in a small growing company with international focus;
- cooperation on excellent European collaborative R&D&I projects;
- further education and professional development;
- job location in Prague, the Czech Republic;
- expected to start work in December 2020.

To apply for this position, please send your CV and motivation letter (both in English) to [bjjarova@amires.eu](mailto:bjjarova@amires.eu) till November 13<sup>th</sup> 2020. Only candidates that will proceed to the next round of the job competition will be contacted by November 18<sup>th</sup> 2020.