

ITEA Project Coordination Assistant

Parttime (16-20 hrs / week)

About ITEA

ITEA is the (not-for-profit) Eureka Cluster programme for software and systems innovation, supporting collaborative RD&I projects that shape a smarter, more sustainable future. We bring together companies, research institutes and universities from across Europe and beyond to realise innovative projects, and we support them through every stage of the innovation journey. ITEA also works closely with Public Authorities from many countries to secure funding and ensure successful project implementation. In short, ITEA is where software innovation begins, turning visionary ideas into technologies and impactful solutions that benefit people, industry and society worldwide.

Our ITEA Office team, based at the inspiring High Tech Campus in Eindhoven, consists of 12 dedicated international professionals. To strengthen our Programme Coordination team and strengthen the support we offer our Community, we are looking for a **Project Coordination Assistant** with a strong team spirit and hands-on mentality. In this role, you will play a key part in enabling meaningful innovation by ensuring smooth, accurate and timely handling of project-related processes and documentation.

This job allows for hybrid working conditions with two onsite days per week in Eindhoven. Our primary language in the office is English.

Role and responsibilities

As a Project Coordination Assistant, you will play a key role in the administrative and operational support of the ITEA project lifecycle. This includes:

- Check and process project documentation
- Check documents (e.g. NDAs, LoIs, DoAs) for compliance
- Maintain up-to-date help/support documentation and monitor mailbox
- Track the submission of exploitable project results
- Support finance processes by gathering missing information and preparing invoice-related data.
- Provide meeting support, such as preparing minutes and structured action lists.
- Send onboarding information packages to new projects.
- Assist with event preparation, including poster creation and collecting project pitches for ITEA events.

Requirements and skills

- A completed bachelor's degree (HBO) or demonstrable HBO-level thinking and working ability
- Strong organisational and administrative skills with exceptional attention to detail and accuracy
- Ability to manage multiple tasks and priorities within fixed deadlines
- Capacity to work effectively in an international, multi-cultural and multi-stakeholder environment
- Excellent command of English, both spoken and written
- Excellent knowledge of Microsoft Office (Word, Excel, PowerPoint, ...)

Following qualifications are a plus:

- Experience in administrative coordination, project support, or working in an international organisation
- Experience with the use of AI-based tools, including NotebookLM, ChatGPT, ...
- Knowledge of an additional language(s)

What we offer

- A dynamic, international, and inspiring working environment
- A supportive and motivated team
- Flexibility to partially work from home
- A competitive salary and excellent employment conditions
- A great opportunity to be part of a committed innovation Community and to contribute to the innovations of tomorrow

Interested?

Do you want to be part of ITEA's mission? Send your CV and motivation letter preferably before 4 January 2026 to info@itea4.org.

Please note: We kindly request recruitment agencies not to contact us regarding this vacancy.