

Junior project coordinator

32-40 hours/week (m/f)

ITEA is a European research programme that facilitates international R&D projects in the field of software innovation. ITEA helps organisations find the right partners for their innovative research projects, supports and coaches the projects and maintains a good relationship with national government agencies, which provide funding to these projects.

The ITEA programme is supported by the ITEA Office, which consists of an international team of 12 employees.

To strengthen our team, we are looking for a Junior project coordinator (32-40 hours a week) with a strong hands-on mentality, who can work well in a team but also individually. ITEA's office is located on the High Tech Campus in Eindhoven and the main language is English.

Responsibilities

The Junior project coordinator works closely with two Programme coordinators and supports the different ITEA stakeholders (e.g. ITEA project partners, funding agencies, ITEA Board companies), mainly through our own customised web portal. In addition, (s)he is responsible for the documentation and administrative processes to support the Program Coordination management.

A suitable candidate has excellent organisational and communication skills, and a keen eye for detail. (S)he should be able to work in a dynamic, international environment and provide practical solutions to the ITEA stakeholders.

Tasks

Main tasks include:

- Supporting the project partners and funding agencies
- Preparing and processing documentation regarding submitted and ongoing projects
- Supporting and processing the project progress reports and evaluations
- Supporting ITEA web portal users
- Managing and processing the project information on the ITEA web portal and database
- Updating funding status for ongoing ITEA projects
- Performing statistical analyses and providing data overviews
- Supporting the invoicing process

Job requirements

You have excellent skills in:

- Supporting multi-stakeholder projects
- Microsoft Office (Word, Excel and PowerPoint)
- Supporting business processes and ensuring coherence between internal & external stakeholders
- Structured, multidisciplinary (team)work

Your profile:

- Higher vocational education (HBO)
- Minimum 1-3 years of work experience in coordinating processes
- Willing to travel internationally a few times a year, when permitted again (within Europe)
- Excellent command of the English language (spoken and written)
- Good knowledge of the Dutch language (pre)
- Independent and proactive work attitude
- Eye for detail
- Excellent organisational and communication skills
- Excellent interpersonal and intercultural skills

What do we offer:

- Dedicated, dynamic and motivated team
- Inspiring international and innovative working environment
- Partial flexibility regarding working from home
- Market competitive salary and excellent conditions

Contact details

Are you interested in the position of Junior project coordinator? Send your resume and motivation letter by 18 August at the latest to ITEA Office director Jan Jonker at info@itea4.org.

Acquisition by recruitment agencies, in response to this vacancy, is not appreciated.