

Vacancy: ITEA Project Coordinator

Full Time (32-40 hrs / week) - Hybrid

About ITEA

ITEA is a Eureka research programme fostering international research, development, and innovation (RD&I) projects in software innovation and digital transformation. We connect organisations with the right partners to realise cutting-edge research projects together and we provide support throughout the full project lifecycle. ITEA also works closely with national Public Authorities to secure funding and ensure successful project implementation.

The ITEA Office team, located at the High Tech Campus in Eindhoven, the Netherlands, exists of 12 dedicated international professionals. To strengthen our team, we are looking for a **Project Coordinator** with a proactive mindset, strong organisational skills, hands-on mentality and the ability to work both in a team and independently.

This job allows for hybrid working conditions but requires working onsite in Eindhoven at least one or two days per week. Our primary working language is English.

Role and responsibilities

As a Project Coordinator, you will play a key role in managing and supporting the processes related to ITEA's project portfolio. This includes:

- Coordinating day-to-day support for the project portfolio.
- Engaging with project leaders and partners to address project-related questions and issues.
- Administering processes such as change requests, project reporting, and project reviews.
- Preparing and participating in project review meetings.
- Drafting and processing programme call-related documents in line with quality standards.
- Creating reports and presentations for ITEA stakeholders.
- Delivering presentations during ITEA Community events and stakeholder meetings.
- Supporting the ITEA Community by providing training and information sessions during in-person and online events.

Requirements and skills

We are looking for candidates with the following qualifications:

- **Experience:** At least 5 years of professional experience in IT and software domains, in roles such as Project Management, Project Coordination, Product Ownership, or Engineering.
- **Technical understanding:** Good understanding of the technical scope of IT and software-related projects.
- **Language skills:** Excellent command of English, both spoken and written.
- **Interpersonal skills:** Exceptional communication and intercultural skills, with the ability to engage with a diverse community.
- **Travel:** Willingness to travel internationally multiple times per year, up to several times per month.

Following qualifications are a plus:

- A higher education degree in IT, technology, or engineering.
- Experience with collaborative RD&I projects.
- 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.

Interested?

If you're ready to contribute to the success of ITEA's mission, please send your CV and motivation letter to info@itea4.org.

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