

/ JOB OFFER: European project manager

From: Bax & Company
Location: Barcelona, Spain

INTRODUCTION TO BAX & COMPANY

Bax & Company is a specialised consultancy supporting clients across Europe in shaping and implementing their R&D and innovation strategies. From our offices in Barcelona, Utrecht and Cambridge, we work for large industrial corporations as well as smaller high-tech companies, research institutes and governments. We add value by combining our knowledge, experience, methodology and network with a powerful drive to turn our clients' vision into reality in the complex world of partnering, new market opportunities, emerging policy fields and fast-changing technologies.

European collaboration projects are one of the ways in which we deliver these services, in the framework of Interreg or Horizon 2020 / Horizon Europe programmes. Our services include the creation of business, R&D and policy collaborations and the project management of such collaborations.

We principally work in fields related to global societal challenges and emerging technologies such as data economy, environment and climate adaptation, future urban mobility, advanced materials, agrofood and life sciences.

THE POSITION WE ARE OFFERING

We offer a position within our EU Programmes team in our main office in Barcelona. We are open to trainees who just finished their education, as well as to more experienced junior candidates.

Your activities will involve management of approved Interreg and Horizon 2020 / Horizon Europe projects and assisting other consultants in all stages of project execution. You will also support the development of new project initiatives. In all tasks you will be working closely together with other consultants across the team. You will help define high impact projects and you will make sure the proposal complies with the applicable regulations.

Main tasks include:

- Creating new projects: Come up with innovative ideas that will bring about positive impact in solving societal challenges and translate them into operational project proposals.
- Progress management: Monitor that projects are progressing in line with the action plans, warn about any deviation and work with the partners to find corrective measures.

- Helpdesk for partners and colleagues: Support international partners and colleagues by providing answers to their questions related to the applicable programme rules and regulations.

- Organisation of meetings and teleconferences: Schedule and prepare calls/meetings and process the follow-up actions.

- Reporting: Analyse, prepare and review technical and administrative documentation for 6-monthly reports.

- Monitoring and detection of new opportunities: Identify calls and deadlines for funding opportunities in European cross-border cooperation.

- Preparing offers to bid in public procurement processes (tenders).

- Reviewing internal operational processes: Suggest improvements in the technical documentation or procedures for project preparation and management.

THE CANDIDATES WE ARE SEEKING

Bax & Company seeks:

- Candidates that are in their final year or graduated recently in European Studies, Project Management, International relations or similar studies at a highly ranked university. Ideally with some experience (e.g. previous internships) working with EU-funded projects. They will be offered a traineeship that can lead to a regular staff junior position.

- Candidates with proven experience (2-5 years) in the management and creation of successful Horizon 2020 and/or Interreg projects. They will be offered a consultant position.

We are looking for candidates with an interest in European cooperation, international policy and innovation. General understanding about local authorities' policies, public procurement, European programmes and regulations will be highly valued.

The successful candidate will have a problem-solving attitude and will be especially well organised with attention to detail. He/She will be a great team player who enjoys helping others, also having the ability to work independently in a fast paced consulting environment.

In addition to fluency in English, we will especially value fluency in Spanish, Dutch, German or French. Additional European languages are also a plus.