

## **JOB OFFER FOR PROJECT MANAGER ASSISTANT**

**TEAMIT** is looking for talented, hard-working, committed, enthusiastic, adaptable and proactive professionals that want to grow and pursue a career with a top team of professionals in European project management in the biomedical sector. We are looking for people that can immediately be part of the company, be eager to learn and grow, can seamlessly perform a variety of tasks with consistent high-quality results under pressure, and have the positive ambition to become a world-class professional in the field.

### **GENERAL PURPOSE**

Serve as an integral assistant to the project managers of the EU-Funded Project unit, providing support on the following tasks.

- Assist in the management of multi-country EU-funded projects and proposals, supporting the proposal development and project implementation activities including follow-up and update of the work plan and follow-up project deliverables and milestones.
- Ensure ongoing communications between partners, either through teleconferences or face-to-face meetings.
- Handle incoming emails and other materials.
- Organize and coordinate proposal/project events/meetings, virtual or face-to-face (including travel arrangements).
- Support project managers with the management of mailing lists and maintenance of other project tools.
- Liaison with internal and external contacts.
- Maintain schedules and calendars.
- Coordinate the flow of information both internally and externally.
- Arrange and confirm appointments.

### **REQUIRED**

- University degree required. Life Sciences and/or Business Administration will be a plus.
- Fluency in working with the Microsoft Office package.
- Fluent in English and good command of Spanish.
- Excellent communication and interpersonal skills, ability to work autonomously, proactivity, high organisation capacity, problem-solving and team working attitude.

### **OFFERED**

- Full-time position in a dynamic environment.
- Potential short-term professional development.
- Salary to be negotiated according to profile.

Interested candidates, please send your CVs and motivation letter to [bespanol@teamitresearch.com](mailto:bespanol@teamitresearch.com) indicating reference number REF2024-01