



Empowering collaborative research and  
innovation for a healthier future

## **JOB OFFER FOR PROJECT MANAGER**

*Teamit is a research management organisation, building strong public-private partnerships and providing transversal expertise for impactful health science. We bring in our knowledge and experience in the areas of project and scientific management, communication, multi-stakeholder engagement, regulatory science, real-world evidence, training and education, quality and risk management, sustainability and exploitation.*

We are looking for talented, hard-working, committed, enthusiastic, adaptable, and proactive professionals who aspire to grow and pursue a career with a top team of professionals in European project management within the biomedical sector. Ideal candidates should be eager to learn and grow, perform a variety of tasks with consistent high-quality results under pressure, and have the positive ambition to become world-class professionals in the field. The candidate will join the European-Funded project unit which manages both pre-award and post-award projects mainly in H2020/Horizon Europe and IMI/IHI.

### **GENERAL PURPOSE**

The Project Manager will serve as the main point of contact for the management of multi-country, EU-funded projects, with responsibilities including the following:

- Provide day-to-day support to the project coordinator in the management of multi-country, EU-funded projects.
- Guide the consortium on European Commission regulations and project implementation processes.
- Serve as the primary point of contact for stakeholder management and communication.
- Monitor project progress, tracking deliverables and key performance indicators to ensure timely completion of project objectives.
- Oversee financial follow-up and assist with project budget monitoring and reporting.
- Lead and review contractual processes and project documentation, including amendments, periodic financial and technical reports.
- Prepare and facilitate decision-making meetings (e.g., general assemblies, steering committee meetings) both in person and online.



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- Lead management meetings, including agenda development, minute taking, and action item follow-up.
- Develop and review project outputs led by Teamit, such as deliverables, work package technical reports, and other project documentation.
- Coordinate and communicate effectively within the project team to ensure alignment and successful project execution.
- Supervise and mentor junior team members, providing guidance and support as needed.

Occasionally, the Project Manager will also contribute to the management of the preparation of proposals, mainly for Horizon Europe and IHI calls, supporting the coordinator in the following tasks:

- Support the formation and management of consortia for project proposals.
- Establish and monitor timelines to ensure the efficient preparation and submission of high-quality proposals.
- Verify that proposals comply with European Commission (EC) regulations and specific call requirements.
- Organise and prepare meetings related to proposal development and project management.
- Assist in developing proposal budgets in alignment with project objectives and funding guidelines.
- Input relevant information into the EC Participant Portal and ensure completeness of all required documentation.

## **REQUIRED**

- Experience in research project management of European Commission-funded projects (preferably IMI/IHI, Horizon Europe, Horizon 2020).
- University degree required, preferably in Life Sciences and/or Business Administration
- Proficiency in Microsoft Office suite.
- Fluent in English (written and spoken) with a good command of Spanish.
- Excellent communication and interpersonal skills.
- Ability to work autonomously with a proactive approach.
- High organizational capacity, and problem-solving skills.
- Strong team-working attitude.
- Adaptability and flexibility in a dynamic environment.



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#### **OFFERED**

- Full-time permanent contract in a highly stimulating work environment.
- Excellent working atmosphere.
- Possibility to work remotely 2-3 days per week.
- Start date: to be agreed

Interested candidates please send your CVs and motivation letter to  
[bespanol@teamitresearch.com](mailto:bespanol@teamitresearch.com)