

**POSITION OPEN: PROJECT OFFICER**

**Closing date for application: Monday 15 November 2021**

EUROCHAMBRES is the European Association of Chambers of Commerce and Industry, representing the interests of 2000 Chambers and their 20 million business members across 42 countries and all sectors of the economy (for more information: [www.eurochambres.eu](http://www.eurochambres.eu))

EUROCHAMBRES is currently seeking to recruit a full-time (m/f) Project Officer to manage the implementation of a service contract for the European Commission that delivers information, training and advice to small and medium sized enterprises across Europe in relation to a specific area of EU legislation.

Candidates should submit their letter of motivation and CV to [job@eurochambres.eu](mailto:job@eurochambres.eu) by **15 November 2021**. Only pre-selected candidates will be contacted. Please refer carefully to the requirements, as applications that do not correspond to them will be automatically rejected.

**Responsibilities:**

- Monitoring the implementation of the activities foreseen in the service contract and consortium agreements
- Coordinating consortium partners
- Implementing the activities allocated to EUROCHAMBRES
- Keeping the European Commission informed on the implementation of the activities
- Preparing narrative and financial reports to be submitted to the European Commission
- Ensuring that contractual obligations are fully respected
- Handling requests for translation

**Requirements:**

- 3- 5 years' experience in managing of EU service or grant contracts
- Excellent communication skills in English (spoken and written)
- Conflict resolutions skills
- Team spirit and good interpersonal skills;
- Strong organisational capacity and the ability to multi-task
- Excellent knowledge of MS Office (Word, Outlook, Excel, PowerPoint) and similar tools

**We offer:**

- A challenging international working environment
- Experience in dealing with the European Commission and partners in 27 EU member states
- Competitive advantages in addition to the remuneration ( DKV hospitalisation insurance, DKV medical and dental insurance, Luncheon vouchers, 13th month, extra-legal holidays)