

POSITION OPEN: PROJECT OFFICER

Starting date: ASAP

Closing date for application: 7 February 2022

Applications will be reviewed on a rolling basis

EUROCHAMBRES is the European association of Chambers of Commerce and Industry, representing the interests of 2000 Chambers and their 20 million business members across over 40 countries and all sectors of the economy (for more information: www.eurochambres.eu).

We are currently seeking to recruit a full-time **Project Officer** to work on the Latin America and India IP SME Helpdesk projects financed by the COSME programme of the European Union. The two initiatives provide first-line assistance and advisory services to EU SMEs and SMEs from associated countries on intellectual property protection and enforcement in Latin America and India.

Responsibilities:

- Present the project services at key events, trade fairs and other B2B events across Europe
- Organise training sessions on IP legislation in Latin America/India
- Maintain and enlarge the network of stakeholders in Europe
- Draft newsletters, internal guidance and external promotion material
- Project reporting and financial management
- Provide day-to-day support to multiple project partners via written and face-to-face communication
- Update the projects' website content and manage social media

Requirements:

- Minimum 3 years of experience in EU project management
- Previous experience in outreach and partnership building, stakeholder management, and event organization
- Strong marketing, communication (including social media) and networking skills
- Excellent English (spoken and written) and good knowledge of at least one other European language
- Excellent knowledge of MS Office (Word, Outlook, Excel, PowerPoint) and similar tools
- Strong organisational capacity and the ability to multi-task
- Ability to work both in a team or autonomously, and to appreciate and follow priorities
- Innovative and creative capacity
- Previous experience in internationalization/ business support programmes, or Latin America/ India and/or intellectual property would be a strong asset.
- Sound understanding of IP policies, protection, and enforcement as well as anti-counterfeiting policies would be advantageous

We offer:

- A challenging international working environment
- Possibility to develop a strong network with relevant stakeholders acting in EU policy areas
- Indefinite contract
- Competitive advantages in addition to the remuneration (hospitalisation insurance, medical and dental insurance, luncheon vouchers, 13th month, extra-legal holidays)

How to apply?

Candidates should submit their letter of motivation and CV to job@eurochambres.eu by 7 February 2022 with the subject line 'Project Officer - Helpdesks'. 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.