

## EU Proposal Writer / Project Manager (e.g. Horizon 2020)

We wish to expand our team and are now looking for a professional full-time proposal writer and project manager for Horizon 2020, the future Horizon Europe and other EU innovation programmes.

<b>Company</b>	accelopment supports technology-oriented companies and universities in their participation in publicly funded innovative projects ( <a href="http://www.accelopment.com">www.accelopment.com</a> ). We are specialised in European funding programmes for innovation subsidies, especially the European Framework Programme (FP) for Research and Technological Development H2020. Our services comprise funding consulting, proposal writing, contract negotiations with the European Commission to project management and communication as well as the dissemination and exploitation of results. We currently participate as a partner in more than a dozen EU funded projects.
<b>Your responsibilities</b>	<ul style="list-style-type: none"><li>• EU project management (i.e. non-scientific tasks such as organisation, administration, reporting and finance)</li><li>• EU proposal writing (i.e. guidance for scientific and preparation of non-scientific parts)</li><li>• Collaboration and communication with project partners across Europe</li></ul>
<b>Our requirements</b>	<ul style="list-style-type: none"><li>• University degree (minimum Masters and preferably PhD)</li><li>• Several years of FP proposal writing and EU project experience is a must</li><li>• Professional MS Office and other IT user skills</li><li>• German or English native speaker preferably with an excellent command of the other language</li><li>• Superior writing skills (i.e. ability to deliver compelling proposals)</li><li>• Well networked with contacts in academia and/or industry</li><li>• Ability to acquire new proposals and projects</li><li>• Strong communication skills and availability for occasional European travels</li><li>• Self-motivated and goal-oriented</li><li>• High quality awareness and technology affinity</li><li>• EU/Swiss citizen or Swiss working permit</li></ul>
<b>Your benefits</b>	<ul style="list-style-type: none"><li>• Working in a highly motivated, young team</li><li>• Collaboration with innovative companies and scientists working at universities</li><li>• Opportunity to contribute to company development</li><li>• Attractive office location in Zurich</li><li>• Flexible working hours</li><li>• Further training opportunities</li></ul>
<b>Start</b>	As soon as possible or upon agreement.
<b>Documents</b>	Please send your CV, certificates and motivation letter via email to <a href="mailto:info@accelopment.com">info@accelopment.com</a> .
<b>Contact</b>	For questions, please contact Dr Jeanette Mueller, CEO, Phone +41 44 455 66 00.