

## EU Proposal Writer (Teil- oder Vollzeit)

For our new subsidiary in Heidelberg, Germany, we are now looking for professionals to write and administratively support EU funded research and innovation projects.

<b>Company</b>	The recently established <a href="#">accelopment Deutschland AG</a> supports technology-oriented companies and universities in their participation in publicly funded innovation projects. We are specialised in EU funding schemes for research and innovation, especially the European Framework Programme Horizon 2020 (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. Our Swiss branch, accelopment Schweiz AG, has a long track record and currently participates in about 20 EU funded projects.
<b>Your responsibilities</b>	<ul style="list-style-type: none"><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><li>• Administrative project management (i.e. non-scientific tasks such as organisation, administration, reporting and finance)</li><li>•</li></ul>
<b>Our requirements</b>	<p>We are looking for someone who has experience in setting up and preparing H2020 grant applications. In addition, we expect this person to having acquired experience in H2020 projects from the administrative side preferably from start to finish.</p> <ul style="list-style-type: none"><li>• University degree</li><li>• Experience in H2020 proposal writing is a must</li><li>• English or German native speaker, with an excellent command of the other language</li><li>• Excellent writing skills (i.e. ability to deliver compelling proposals)</li><li>• Professional MS Office and other IT user skills</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></ul>
<b>Your benefits</b>	<ul style="list-style-type: none"><li>• Working in a new team and close collaboration with our headquarter in Zurich</li><li>• Cooperation with innovative companies and scientists at universities</li><li>• Opportunity to contribute to company development</li><li>• Attractive office location in Heidelberg`s Bahnstadt</li><li>• Flexible working hours</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:heidelberg@accelopment.com">heidelberg@accelopment.com</a> .
<b>Contact</b>	Jeanette Müller, Phone +41 44 455 66 00