

## Horizon Europe Project Manager (80-100%)

Are you our new Horizon Europe Project Manager? Apply now and you may soon be working with scientists at the best universities and innovative companies across Europe.

### Who are we?

We are [accelopment Schweiz AG](#) in Zurich. We support scientists, universities, and technology-oriented companies regarding the participation in EU funding programmes for research and innovation. Our focus is on the new EU research framework programme "Horizon Europe" and our services range from funding advice and project application to project implementation. As a team, accelopment participates in EU projects as a partner for project administration and communication, as well as for the exploitation of project results.

### Who are we looking for?

Are you curious and interested in scientific topics across a wide range of disciplines and industries, especially in our focus topics of health, digitalisation, and the Green Deal? Does research fascinate you as much as innovative companies that are shaping our future? Do you find it exciting to be a sparring partner for European proposals and projects across multiple disciplines and cultures? Then you could be a good fit for us.

### What are your tasks?

Project management for EU funded projects is at the heart of your work and involves the monitoring, management and implementation of non-scientific tasks (organisation, administration, reporting and finance). You work and communicate as a sparring partner with project partners across Europe, mainly in English.

### What are our requirements?

In addition to plenty of experience in the administrative handling of Horizon 2020 projects - from start to finish, we also expect you to have already gained experience in setting up and preparing Horizon 2020, Horizon Europe and other EU funding applications. In addition, we expect the following from you:

- Several years of Horizon 2020 and EU project experience from the administrative side is a must.
- Experience in writing high quality and convincing Horizon 2020 and Horizon Europe Proposals.
- A university degree.
- English as a mother tongue with excellent German skills or German as a mother tongue with excellent English skills.
- Very good MS Office and other IT user skills.
- Strong communication skills, organisational talent, high level of initiative, goal orientation, quality awareness, flexibility, and commitment.

### What are your advantages?

An attractive workplace in Zurich is awaiting you. Your working hours are flexible, and you have the opportunity to contribute to the corporate development of our company and work in an extremely exciting environment at the pulse of scientific progress.

### How can you apply?

Send your complete electronic application, including cover letter and CV, to [jobs@accelopment.com](mailto:jobs@accelopment.com). For questions please call Dr. Jeanette Müller at +41 44 455 66 00.