

EU Horizon Europe Project Manager (80-100%)

To expand our multidisciplinary team, we are looking for an EU Project Manager with proven experience in Horizon Europe proposals and project administration to join our office in Zurich, Switzerland.

Who are we?

We are [accelopment Schweiz AG](#) in Zurich. We support scientists, universities and technology-oriented companies in their participation in EU funding programmes for research and innovation. Our focus is on the 9th Framework Programme for research and innovation, Horizon Europe, and our services range from funding advice and proposal preparation to project implementation. We participate in EU projects as a partner for project management and communication, as well as for the exploitation of project results.

Who are we looking for?

We are looking for someone who is enthusiastic about science and enjoys collaborating with research organisations, universities and companies across Europe. We are particularly interested in candidates with a background in health or life sciences and experience in proposal writing and project management for Research and Innovation Actions and/or Marie Skłodowska-Curie Actions Doctoral Networks (MSCA-DN). You should enjoy contributing as a trusted thought partner to multidisciplinary, international proposal and project teams.

What are your tasks?

Proposal preparation and project management for EU-funded projects are at the heart of your work and involve the monitoring, management and implementation of non-scientific tasks (organisation, administration, reporting and finance). You collaborate and communicate with project partners from academia and industry across Europe, mainly in English.

What are our requirements?

Relevant Horizon experience is mandatory. You must have substantial practical experience in both the preparation of EU research and innovation proposals and the administrative management of Horizon Europe projects. Please apply if you meet the following requirements:

- Several years of hands-on Horizon Europe project administration and management experience. This is an essential requirement.
- Demonstrable experience in writing high-quality, competitive Horizon Europe research and innovation proposals.
- A university or higher education degree, minimum Master or PhD.
- English at proficiency level. German language skills are an advantage but not mandatory.
- Very good MS Office, AI tools and other ICT user skills.
- Strong communication and organisation skills.
- Goal orientation, flexibility and commitment.
- High level of initiative and quality awareness.
- Open to regular travel to project meetings within Europe.

What do we offer?

Join us in an attractive workplace in Zurich, with flexible working hours, a hybrid working model and five weeks of annual leave. You will have the opportunity to shape the future development of our company while working in a dynamic international environment at the forefront of scientific progress.

How can you apply?

Please state your specific Horizon Europe proposal-writing and project-management experience clearly in your cover letter and CV. **Applications without this experience will not receive a response.**

Send your complete electronic application, including cover letter and CV, to jobs@accelopment.com. For questions please call our CEO Dr Jeanette Müller or our COO Julia Goetz at +41 44 455 66 00.