

EU Proposal Writer / H2020 Project Manager (100%)

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.

Company accelopment supports technology-oriented companies and universities in their participation in publicly funded innovative projects (www.accelopment.com). 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.

Your responsibilities

- EU proposal writing (i.e. guidance for scientific and preparation of non-scientific parts)
- EU project management (i.e. non-scientific tasks such as organisation, administration, reporting and finance)
- Collaboration and communication with project partners across Europe

Our requirements We are looking for someone who has several years of experience in setting up and preparing H2020 grant applications. In addition, we expect this person to having managed several FP7 and H2020 projects and supported these from the administrative side and from start to finish.

- University degree (minimum Masters and preferably PhD)
- Several years of FP proposal writing and EU project experience is a must
- Professional MS Office and other IT user skills
- English or German native speaker, preferably with an excellent command of the other language
- Superior writing skills (i.e. ability to deliver compelling proposals)
- Well networked with contacts in academia and/or industry
- Ability to acquire new proposals and projects
- Strong communication skills and availability for occasional European travels
- Self-motivated and goal-oriented
- High quality awareness and technology affinity
- EU/Swiss citizen or Swiss working permit

Your benefits

- Working in a highly motivated, young team
- Collaboration with innovative companies and scientists working at universities
- Opportunity to contribute to company development
- Attractive office location in Zurich
- Flexible working hours
- Further training opportunities

Start As soon as possible or upon agreement.

Documents Please send your CV, certificates and motivation letter via email to info@accelopment.com.

Contact Jeanette Müller, Phone +41 44 455 66 00