

Project Controller

There is availability as part of the staff of the project management team at the Basque Center for Macromolecular Design and Engineering, POLYMAT Fundazioa (www.polymat.eu).

Job Offer Description: The role will be to support the tasks related to the research projects, reporting to the Projects Manager and General Manager.

Responsibilities:

- Financial controlling through ERP.
- Support fulfilling the reports and financial statements of national and international grants.
- Support the project manager on proposal writing, budget drafting and submission of projects.
- Support gathering the center scientific indicators.
- Handle multiple levels of administrative duties.

Background required:

- A bachelor of Economics or Business, Master or PhD degree in Business or Project Management.
- Minimum two year experience in research project management. In particular regarding Framework Programme projects (FP7, H2020, Horizon Europe) and other EU & International funding schemes.
- Full command of English and Basque.
- Excellent computer skills.
- Excellent interpersonal skills as well as written and oral communications skills.
- Ability to work independently as well as in a team environment.
- Ability to work under pressure with tight deadlines.

Applications should be addressed to

<https://www.ieteam.com/profesionales/ofertas-de-empleo/controller-de-proyectos/>

before the 30th of November 2023 (applications will be considered upon arrival) including:

- (i) a cover letter highlighting their interest in the position.
- (ii) curriculum vitae.
- (iii) a description of previous experience (1-2 pages).
- (iv) the names and contact addresses (e-mail) of two referees.