

Eurochambres Project Officer (entrepreneurship)

Position open: Project Officer

Starting date: 15 June 2022

Closing date for application: **31 May 2022** – Applications will be reviewed on a rolling basis.

Eurochambres is the European Association of Chambers of Commerce and Industry, representing the interests of 2.000 Chambers and their 20 million business members across over 40 countries and all sectors of the economy. All information about us can be found here: www.eurochambres.eu.

We are currently seeking to recruit a full-time Project Officer to work on two projects that relate to the promotion of entrepreneurship across Europe: [Erasmus for Young Entrepreneurs](#) (Support Office for the network of Intermediary Organisations (IOs) and a new ERASMUS+ Project ([Alliance for Innovation](#)), involving 15 partners.

Responsibilities:

a. Erasmus for Young Entrepreneurs:

- Helpdesk (answering emails on a timely manner, answering phone calls from IOs)
- Quality checks
- Preparation of reports, online events, material for trainings and webinars, network meetings of IOs (twice a year)

b. EntreComp4Transition:

- Project technical and financial management, including reporting
- Day-to-day support to multiple project partners via written and face-to-face communications
- Monitor consortium partners' project activities (e.g. satisfaction surveys, guidelines, etc.)
- Develop handbooks, guides, dissemination, and exploitation plans and tools

Requirements:

- Minimum 3 years of experience in Erasmus+
- Report preparation experience
- Strong analytical skills
- Excellent spoken and written English and good knowledge of at least one other European language
- Excellent knowledge of MS Office (Word, Outlook, Excel, PowerPoint) and similar tools
- Strong organisational capacity and the ability to multi-task
- Ability to work both in a team or autonomously, and to appreciate and follow priorities

Advantageous:

- Prior experience in Erasmus for Young Entrepreneurs
- Used to work with various online tools (Canva, Mentimeter, Miro, Slido, online surveys, Airtable, etc.)

We offer:

- A challenging international working environment
- Possibility to develop a strong network with relevant stakeholders acting in EU policy areas
- Indefinite contract
- Competitive advantages in addition to the remuneration (hospitalisation insurance, medical and dental insurance, luncheon vouchers, 13th month, extra-legal holidays)

How to apply?

Candidates should submit their letter of motivation and CV to job@eurochambres.eu by **31 May 2022** with the subject line “**Project Officer EYE & EntreComp**”. Only pre-selected candidates will be contacted. Please refer carefully to the requirements, as applications that do not correspond to them will be automatically rejected.