

Junior Project Officer IP SME Helpdesks

Position open: Junior Project Officer IP SME Helpdesks

Starting date: Mid February 2025

Closing date for application: 17 January 2025

[Eurochambres](#) – the association of European chambers of commerce and industry – represents over 20 million businesses via its network of national chambers across Europe. Chambers' member businesses – of which around 93% are SMEs – collectively employ over 120 million people.

We are currently seeking to recruit a full-time **Junior Project Officer** to join Eurochambres project team to work on the implementation of the [Latin America](#) and [India](#) IP SME Helpdesk projects. The projects offer first-line Intellectual Property (IP) assistance services for SMEs from EU and Single Market Programme associated countries that operate in or intend to access the Latin American/Indian market.

Responsibilities:

The successful candidate will be a member of Eurochambres project team and will assist the project officer in charge of the projects with the following:

- Drafting of project documentation (e.g. reports, deliverables)
- Participation at International Trade Fairs and B2B/matchmaking events
- Stakeholders engagement and support in the management of relationships with international partners
- Supporting the organization of events (e.g. Webinars and/or on-site events)
- Monitoring project activities
- Communication and dissemination

Requirements:

- Minimum 2 years of EU funded projects management experience;
- Strong organisational capacity and the ability to multi-task;
- Strong analytical skills, rigorous approach;
- Excellent spoken and written English and good knowledge of at least one other European language;
- Excellent knowledge of MS Office (Word, Outlook, Excel, PowerPoint, Teams) and similar tools;
- Excellent knowledge of social media communication and online meeting tools;
- Ability to work both in a team or autonomously, and to appreciate and follow priorities;
- Willingness to travel abroad;
- Communication skills, including social media.

Advantageous:

- Knowledge of Spanish;
- Knowledge of Sharepoint and other project management tools.

We offer:

- A challenging international working environment.
- Possibility to grow personally and gain professional experience.
- Indefinite full-time 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 with the subject line “**Junior Project Officer – IP SME Helpdesks**”. Only pre-selected candidates will be contacted. Please refer carefully to the requirements, as applications that do not align will be automatically rejected.