

ESEIA is seeking to recruit an **EC Project Assistant (m/f/d)** to the ESEIA Graz Office.  
20-40 h/week, as of now, unlimited contract

ESEIA is a leading European non-profit organization in the field of sustainable energy systems for climate neutrality. The alliance of research institutions, universities and businesses based at TU Graz comprises more than 30 members from Europe. Our website: <http://www.ESEIA.eu>.

### Your tasks

ESEIA offers a high-profile international job opportunity for a **Project Assistant** in EC project acquisition and management in the field of **sustainable energy systems**. You will work closely with our five working groups in the **fields of bioresources, urban energy transition, smart materials, new governance, business and legal models, as well as education and training**. The position includes the following tasks related to the Green Deal and Horizon Europe:

- **Project Acquisition:** Contribute to EC project planning for acquisition purposes including Consortium building, distribution of tasks, description of work in cooperation with ESEIA Working Groups;
- **Project Management:** Preparation of deliverables for EC projects in cooperation with ESEIA members and partners from business, research, and education; Organisation of regular meetings with European project partners; Preparation of technical and financial project reports; supporting the ESEIA Education and Training Programme;

### Your profile

- High school diploma, Post-graduate degree is advantageous
- Work experience in EC project management or other relevant work experience;
- Knowledge of sustainable energy systems;
- Organisational talent;
- Excellent command of English both written and orally, other languages are an asset;
- State of the art computer skills; remote working capabilities;
- Ability to operate in a complex international environment;
- Eager to learn and develop, and availability to travel internationally;

### Our offer

- International activity in a small, dynamic team, collegial atmosphere
- Part-time possible (min. 50% full-time equivalent)
- Flexible working hours (4-day week, home office) possible
- Appealing work environment
- Education and training opportunities
- minimum salary is € 33 322.80 gross on a full-time equivalent basis, 25 vacation days, health and social insurance.

### Your application

Deadline for applications: **15 March 2023** starting 1 May 2023

Please address your application in English including your CV, letter of motivation, your project portfolio, and two references to the Director of ESEIA, Brigitte Hasewend, e-mail: [Brigitte.Hasewend@ESEIA.eu](mailto:Brigitte.Hasewend@ESEIA.eu), Münzgrabenstrasse 11/5, 8010 Graz. ESEIA will contact shortlisted candidates for interviews from 30 March 2023.