

Project Management Assistant

Location: Brussels

Hours: Full time

Experience required: 2-3 years

Starting date: As soon as possible

About CLERENS

CLERENS is a leading public affairs and communications consultancy based in Brussels. We are specialised in advocacy, political and regulatory risk assessment, public funding, and strategic communications. We have in-depth expertise in energy, environment, climate, and mobility.

Our Projects team has extensive expertise in writing, managing, coordinating, implementing, and monitoring EU-funded projects, acting as a partner, and supporting companies in accessing EU funded R&I schemes. We provide our clients with complete range of services, from proposal writing, consortium building to full project management.

We ensure a complete administrative support and, thanks to our network, a smooth and successful consortium building processes as well as support in identifying experts.

Our People

We are a multinational and multilingual team of consultants coming from different backgrounds, sectors, and disciplines. We are committed to offering our clients fresh strategic thinking and excellent networks.

Position summary

Under supervision of Project Management Team Leader, the project assistant will support the work of the project team in the planning, organisation and follow-up of the project activities, in accordance with the project work plan and in co-operation with the partners and stakeholders.

This position offers a great opportunity to gain valuable work experience in project management, proposal writing and consultancy in the fields of EU Energy and Environment affairs.

Main Duties:

- Support Project Managers in the implementation of the project in accordance with the grant agreement.
- Monitor the progress and deliverables of the project;
- Collecting and analysing information, documentation and data;
- Drafting reports, presentations and other material

- Support Project Manager and Communication Officer in organising events and work meetings;
- Participating to various communication tasks;
- Attending and reporting on project meetings;
- Encode and file all the financial documents such as: reports, reimbursement forms, invoices, credit notes and contracts.
- Ensure recording of technical progress, including Timesheets;
- Liaising with relevant experts and stakeholders;
- Preparing, managing and updating the website, databases and mailing lists;
- Participate in the writing and submission of proposals under EU funded programmes;
- Performing various administrative tasks linked to the project;
- Active contribution to day-to-day operations;

Requirements and competencies:

- University or advanced degree;
- Knowledge of EU funding programmes (such as Horizon 2020, LIFE and CEF...), Grants and Procurement notices (service contracts) and basics of project management and implementation;
- Previous experience in managing EU Funded projects.
- Capacity to collect, organise and analyse quantitative and qualitative data.
- Excellent written and oral communication skills in English. French and/or German are plus;
- Ability to communicate effectively, both orally and in writing;
- Proficiency in MS Office applications and Internet is a must, acquaintance with other software is a strong advantage;
- Knowledge of communication tools is a plus;
- Willingness to learn about the energy storage sector;
- Ability to manage stress, multiple deadlines and effectively prioritise workload
- Proactive, positive attitude, flexible, team player
- Support in proposal drafting

Please send a cover letter and CV (max. 1 page each – due to the expected high number of applications longer applications might not be taken into account) by email in English at jobs@clerens.eu noting “**CLERENS Project Internship**” in the subject line.

Please mention whether you have a work permit valid in Belgium in your cover letter. Only short-listed candidates will be contacted for an assessment which may include a written test and/or an interview.

Only short-listed candidates will be contacted for an assessment which may include a written test and/or an interview. Be aware that applications are reviewed continuously upon arrival, therefore sending applications as soon as possible is advisable. The successful applicant is expected to start in **August 2021 (or asap)**.