The Grants Office (GO) is affiliated with the Scientific General Secretariat within the Scientific Directorate, with the objective of assisting and advising researchers in finding the best financing for their research, support the coordinating and writing of successful proposals and provide support regarding project management.

- The GO is divided into 3 divisions based on the funding source: national, European, and international.

The Administrative Coordinator (F/M) for the European division (GO Europe) reports to the division's manager and will have the following responsibilities:

**QUALITY CONTROL**
- Updating activity dashboards for the division, in support of the division manager.
- Verifying and updating GO's databases and tools: tracking submissions, list of funding opportunities, projected schedules, intranet
- Document management and archiving
- Assisting in organizing events and division's communication efforts

**SUPPORT FOR PROJECT MANAGEMENT**:
- Administrative coordination support for the project
- Assistance in preparing periodic technical reports

**CONTRACT MANAGEMENT**:
- Contracting of individual Marie Skłodowska-Curie fellowships (MSCA)
- Monitoring H2020/Horizon Europe project according to activity

**Profil**

**Educational Background and Skills:**
- Two-year national post-secondary diploma in Executive Assistance (M/F)
- Proficiency in Microsoft Office Suite
- General knowledge of secretarial and/or administrative management techniques
- Basic understanding of budgeting and accounting
- Fluency in English

**Experience:** Minimum of 2 years

**Soft Skills:**
- Precision, organization, and efficiency, with a sense of prioritization and a proactive/problem-solving mindset
- Interpersonal skills and ability to work as part of a team
- Versatility and adaptability
- Customer-oriented, with strong listening and communication skills

**Desired Start Date:** 16/10/2023