

WE'RE LOOKING FOR YOU!



FundingBox
#FundingChampions

Position:

EU Funds: Projects
and Services
Assistant



FUNDINGBOX, a leading distributor of European public funds in the uptake or development of digital innovation, is looking for a **EU Funds: Projects and Services Assistant**.

Responsibilities:

Under the supervision of EU Projects and Sales departments, support in grants application, tenders and private deals,

- Administrative support when applying to EU Funds (HORIZON, DIGITAL, others).
- Desktop research in topic relevant for application writing
- Proof-reading and layout of applications
- Mapping and follow up of EU Work Programmes, closed proposals/topics until resolution and approved proposals
- Curation and maintenance of documentation and databases of EU Projects and Sales Departments
- Preparation of commercial and marketing materials (mailing and presentations) promoting Fundingbox services
- Support in preparation of commercial quotes for Fundingbox services

Requirements:

- at least 1 year of experience
- Bachelor's degree or Vocational Training Graduate (Higher Technician)
- fluent in English, both speaking and writing
- conversational (or higher) knowledge of other languages (in particular Spanish or Polish) would be an advantage
- proficient use of office software (documents, spreadsheets, presentations, collaborative tools)
- experience in Horizon 2020/ Horizon Europe and public funding, as well as tenders, will be an advantage
- experience in B2B sales or sales of consulting services, in particular for public administrations, associations or corporates, will be an advantage
- attention to details and good writing and layout skills (including elaboration of figures and graphs based on regular office software)
- responsibility, conscientiousness and good organization of work
- interpersonal skills

We offer:

- Spain or Poland-based, but with remote working possibilities (contracting under Spanish or Polish labour law)
- life-work harmony
- optional #FridayOff during the summertime
- #FridaySoft with no internal calls or interruptions/a holiday without asking your manager
- salary to be agreed according to skills and experience
- friendly, international and informal atmosphere
- challenges and new experiences
- professional growth in an innovation-driven environment

How to apply?

Fill in an application at <https://joinourteam.fundingbox.com/> - we're looking forward to getting your application!

Please send your CV in English and indicate your salary expectations in the application form.