WE’RE LOOKING FOR YOU!

Position:
EU Funds: Projects and Services Assistant
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**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.

**Our Personality and Values**

- **Witty & Daring** - Funding is always a bet on future success. We dare to offer funding to early-stage innovators with promising ideas. We believe in their Champion potential.

- **Spirited & Motivational** - We are full of optimism when it comes to the benefits of innovation for society. We are determined to encourage it as much as possible.

- **Challenging & Innovative** - We envision funding as a journey and see beyond the traditional paths.

- **Trustful** - We believe in our partnerships and our employees.

- **Driven by Integrity** - We do what we say.

- **Resilient** - We know how to withstand adversity and bounce back from temporary difficulties and challenges.

- **Open** - We always welcome constructive feedback and we are not afraid of sharing our point of view with others.

- **Collaborative** - The team is always ready to help you out!

- **Ambitious** - We have a strong desire and determination to succeed and drive the success of our Partners.

**Key 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

Essential 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

Benefits

• 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?

If you are a motivated EU Funds: Projects and Services Assistant professional looking for an opportunity to make a meaningful impact on an organization's growth and culture, we encourage you to apply. Join us at www.joinourteam.fundingbox.com to be a part of a passionate and diverse team dedicated to achieving excellence.

Recruitment Process Overview

Our recruitment process typically takes 4-6 weeks to ensure a thorough evaluation of candidates. It involves the following key stages:

**CV Review:** Upon receiving your application, our team will carefully review your CV to assess your qualifications and experience.

**Short Exercise:** Shortlisted candidates may be asked to complete a brief exercise that is relevant to the position. This exercise is designed to assess specific skills and competencies and typically takes up to 2 hours to complete.

**Interviews:** Successful candidates will progress to the interview stage, where they will meet with 2-3 different team members. These interviews allow us to assess your fit for the role and cultural alignment. Each interview typically lasts 45 minutes.

**Outcome:** The results are typically shared 1 week after the last interview.