

Senior Project Manager – EU funded projects (w/m/d) 38,5 h/W in Graz

Are you looking for a challenging job in the field of AI and Data Science? Are you passionate about coordinating and collaborating with various stakeholders? Could you see yourself as the interface between our research areas and funding agencies?

If so, we look forward to getting to know you!

YOUR TASKS:

- Lead and coordinate EU-funded projects (e.g., Horizon Europe, Erasmus+, Interreg) as a Multi-Project Manager.
- Overseeing and managing projects from initiation to completion
- Develop and implement strategies for the successful execution and management of projects.
- Establishing project monitoring mechanisms to track progress, identify issues, and implement corrective actions as necessary
- Preparing and distributing regular project reports to stakeholders and funding agencies
- Ensure compliance with project milestones, budgets, and EU reporting requirements
- Identifying opportunities for process optimization and efficiency enhancements within the project management framework
- Coordinating and organizing project teams
- Share knowledge and mentor team members to build sustainable EU project expertise within the organization.
- Identify new project opportunities and support funding applications

YOUR QUALIFICATIONS:

- Experience in a relevant field (e.g., Business, Engineering, Social Sciences, or equivalent)
- Several years of experience in managing and coordinating EU-funded projects as a “coordinator”
- Very good knowledge of EU funding programs and project implementation requirements
- Experience in drafting and submitting EU funding applications
- Excellent interpersonal skills, with the ability to influence and engage stakeholders at various levels
- Excellent communication skills in English and German.
- Structured and results-oriented work approach with strong teamwork skills
- Certifications such as IPMA Level C, IPMA Level B will be of advantage

WE OFFER:

- Excellent work-life-balance, flexible working plan, and home office
- Contribute and work on a strategic project
- Good working atmosphere with the opportunity to actively participate and contribute new ideas
- Innovative, challenging, and diverse tasks
- Dynamic, creative, and multicultural team
- Company team events, health management, public transport voucher, and much more
- Exciting possibilities for professional and personal development

We look forward to your application at career@know-center.at.

We are required by law to specify the minimum gross salary according to the collective agreement, which is for the full-time position (38.5h/week) a minimum EUR 3.950,00 gross per month (14 times per year). Depending on qualifications and experience we are willing to pay a higher salary (between EUR 4.000,00 and EUR 6.500,00) in line with the market.



Flexible Arbeitszeitmodelle & Home-Office Möglichkeit



Du-Kultur und informelle Arbeitsatmosphäre



Modernes & brandneues Bürogebäude



Fitness und Gesundheit am Arbeitsplatz



Team Events und Networking Möglichkeiten



Dynamisches, kreatives und multikulturelles Team



Karriere und Entwicklung