

PROJECT ADMINISTRATOR – JOB DESCRIPTION

EURATEX – the European Apparel and Textile Confederation – works to achieve a favourable environment for the design, development, manufacture and marketing of European textile and clothing products. EURATEX focuses on clear priorities: an ambitious industrial policy, innovation and skills development, free and fair trade, and sustainable supply chains.

EURATEX is looking for a Project Administrator to support EURATEX role as coordinator of various EU funded projects, notably under the ERASMUS+ and HORIZON Programmes.

Main tasks:

- Financial and administrative management of EU funded project(s).
- Develop standard operating procedures for the organisation's involvement in EU projects
- Producing project deliverables in coordination with other team members and project partners (technical and financial).
- Producing project-related reports and budget overviews, preparation of audits.
- Organising meetings and events as needed to support project goals (both physical and online).
- Acting as EURATEX contact point with the relevant European Commission services, mainly procurement units, for the execution of the project.
- Proactively communicating with project partners, EURATEX members and other stakeholders.
- Participating in identifying new project opportunities and writing new project applications.

Qualifications:

- Demonstrated experience in organising information and proactively planning tasks and deadlines.
- Experience in administrating and organising EU funded projects.
- Strong organisational and time management skills, ability to juggle tasks.
- Full professional proficiency in English, written and spoken, is a must; other European languages, including French, are considered an asset.
- Bachelor degree or equivalent through experience in a relevant topic such as business administration, accounting, finances.
- Strong communication skills, adaptable positive personality, able to work independently and in a team.
- IT savvy, good command of the MS Office package, quick learner.

What we offer:

- A permanent contract under Belgian law.
- A flexible work environment with a dynamic multicultural team.
- Competitive remuneration package including meal vouchers, pension plan and health insurance.
- Occasional travel within the EU depending on project needs.

The successful candidate will report to the Senior Policy Officer of the Innovation & Skills department. Ideally, the candidate should be available to take up this position as soon as possible. The successful candidate must be in possession of a valid Belgian work permit.

An **updated CV** and **motivation letter** should be sent to Ms. Julie Cammaerts (info@euratex.eu) by 15 February 2024, clearly stating **PROJECT ADMINISTRATOR** as a reference. Applicants hereby consent that their personal data are processed by EURATEX for recruitment purposes. Regretfully, only shortlisted candidates will be contacted. EURATEX pursues gender balance and diversity in its recruitment policy.