

## PROJECT MANAGER FOR R&D PROJECTS

### DESCRIPTION OF THE POSITION

Project Manager for the management of Partnerships of R&D in various areas.

### FUNCTIONS

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- Pursuit of the technical tasks and the results of the research.
- Assistance and information to members of partner projects.
- Follow-up and implementation of action plans and work.
- Ensure the effective and correct development of the projects.
- To study and propose alternatives for modifying projects.
- Monitoring of the final reports of the projects.
- Preparation of administrative and financial tasks arising from the projects.
- Collecting data to evaluate the project by monitoring indicators.
- Resolution of all issues related to organizing the project.

### PROFESSIONAL REQUIREMENTS

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- Degree in the area of Engineering (Telecommunications, Information Technology and Industrial).
- Labor experience in the private or public sector for more than 2 years in R&D department.
- Languages: Spanish, Catalan and English
- Computing: advanced user (package MS-Office and MS Project).

### Asset:

- Experience as a project manager
- Experience in applying for public assistance/aids.
- Experience in the management of European projects.
- Experience in teaching as an adjunct professor or equivalent (communication skills)

## PERSONAL REQUIREMENTS

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- Ability to monitor financial, administrative and organizational.
- Degree in Economics, MBA or similar desired.
- Excellent organizational skills and to perform several tasks at once.
- Ability to fix priorities and to work with tight delivery dates.
- Ability to write up documents with logic, clarity and consistency.
- Communication skills.
- Ability to plan and to act using the own judgment and initiative.
- Optimism and transparency.

## CONDITIONS

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- Type of contract: unlimited (3 months of testing)
- Office hours:
  - . From Monday to Thursday: 8:30 am to 13:30 pm and from 15:00 pm to 18:30 pm
  - . Friday, of 8:30 am to 15:00 pm