

Research Projects Manager

The Basque Center for Macromolecular Design and Engineering, POLYMAT Fundazioa (www.polymat.eu) is seeking a Project Manager to oversee and coordinate research projects across multiple lines.

Responsibilities

- **Funding Acquisition:** Identify and pursue new funding opportunities at regional, national, and european level.
- **Project Formulation:** Support the definition of project goals, proposal writing, selection of project partners, budget preparation, and submission processes.
- **Project Management:** Serve as a liaison between project teams and funders, ensuring effective communication and collaboration. Coordinate multi-site international projects, oversee project reporting, and manage agendas and deadlines to ensure timely delivery of project milestones.
- **Financial Oversight:** Manage the allocation and control of funds across various research lines, ensuring proper financial management and adherence to budget constraints.

Required Background

- **Education:** Bachelor's, Master's, or preferably PhD degree in Polymer Science or a related field.
- **Experience:** At least three years of experience in research project management, consulting, or related roles.
- **Languages:** Proficiency in English, Spanish and Basque (written and spoken).
- **Technical Skills:** Strong computer skills with Proficiency in Office 365 tools
- **Communication Skills:** Excellent interpersonal, written, and verbal communication abilities.
- **Work Style:** Capable of working both independently and as part of a team in a collaborative environment.
- **Time Management:** Ability to work effectively under pressure and manage multiple tasks with tight deadlines.
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What we offer

- **Contract Type:** Full time position.
- **Duration:** Permanent contract
- **Salary:** Competitive salary based on experience and qualifications.
- **Work Environment:** A dynamic, international, and interdisciplinary research center.
- **Professional Development:** Opportunities for training, networking, and career growth.

Applications should be sent via email in one single PDF to info@polymat.eu before March 15, 2025, including:

- (i) a cover letter highlighting their interest in the position.
- (ii) curriculum vitae