

Do you want to join an exciting venture that is shaping the **FUTURE** of **MOBILITY**? You love **INNOVATIONS** and **RESEARCH** in cutting-edge technologies? Support our team by taking on an important role as grant manager within our company.

Use your expertise and experience in grant proposal writing & management of national & international innovation projects. Take a leading role in grant management within emotion3D and become part of a highly motivated team at the forefront of Artificial Intelligence.

Research Grant Manager (m/f/d)

20 – 38.5 hours per week

Your responsibilities:

- Identify available national and international grant opportunities
- Coordinate and write grant applications
- Oversee if grants are implemented according to operational and financial needs of the organization
- Keep relevant staff informed about upcoming deadlines and deliverables, thereby ensuring smooth completion of work responsibilities
- Monitoring and controlling of results and deliverables across multiple projects

Your profile:

- Prior experience of writing and managing national (e.g. FFG, aws, WAW) and European (e.g. FP7, H2020) grants
- Excellent organizational and communication skills
- Excellent project management skills with experience in managing & supervising grant projects
- Good knowledge of planning and strategizing financial and budgeting issues
- Experience with basic financial management skills including developing and monitoring budgets and financial reporting
- Multi-tasking capabilities with strong ability to work under time pressure
- Ability to prioritize work, meet deadlines and produce quality results on time with attention to detail.
- Proficient in using computers with related knowledge of software programs and Internet
- Goal-driven and analytical, structured, and independent approach to work
- Technical degree in Computer Science or similar, PhD is a plus.
- EU-citizenship or work permit for Austria

Our offer:

- Exciting challenges with room for new and innovative ideas within a highly qualified team
- High responsibility and steep learning curves
- Flexible working hours
- A modern office environment in a central position of Vienna
- A market compliant salary – minimum € 43.500 p.a. - in according to your qualification and experience

You are interested? Please send us your application! We are looking forward to meeting you!

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