

Project Support Coordinator

Start: April 2021 or ASAP
Location: Rotterdam
Contract hours: 40 hours per week

Trinomics is a research-oriented consultancy firm dedicated to supporting the transition to a low-carbon, green and climate resilient society. Our work includes applied economic research and policy advice, training and knowledge transfer in different subsets of energy, environmental and climate change topics, with clients ranging from national governments and line ministries in Europe and beyond to European institutions and other international clients such as multi- and bilateral donors and international financial institutions. Trinomics has 2 offices (Rotterdam and Brussel) and a team of approx. 45 colleagues with different backgrounds: economists, jurists, engineers, biologists, ecologists and social and political sciences.

As part of the expansion of our European business operations, we are looking for an experienced **Project Support / Business Development Coordinator** to join our team in **Rotterdam (NL)**.

The successful applicant will support the cluster managers in preparing **administrative and legal documents** for public tenders, **project administration** and **office management** tasks.

Profile of the candidate

We are looking for an open-minded and motivated colleague with previous experience in a project support role and knowledge and understanding of project and contract management principles, who would like to join our dynamic team and work in a professional yet informal working atmosphere in an international environment.

The candidate should have strong administrative skills, an eye for detail, the willingness to go that extra mile if necessary, and a desire to operate in multidisciplinary international project teams.

Required

- A university or higher education degree in a relevant field such as business, management or legal studies, public administration, or equivalent;
- 2-5 years of relevant professional work experience in preparing administrative and secretarial tasks in a business administrator, office manager, project support or procurement support role;
- Knowledge and understanding of project management and contract management principles;
- Ability to work, write and communicate fluently in English and Dutch;
- Ability to engage in an international work environment with both internal and external stakeholders (partners, clients, management);
- Time management skills with the ability to prioritise and handle tasks within a tight deadline;
- Ability to quickly learn and acquire relevant business knowledge in consulting practice;
- Attention to detail and quality of work.

Desired

- Experience with public sector procurement;
- Experience in project acquisition and proposal administration;
- Ability to work in additional languages.

What we offer

- A competitive package of employment conditions (i.e. salary, secondary working conditions, etc.);
- Initially a one (1) year contract with the opportunity to extend this to a permanent contract based on good performance (evaluated after 6 months);
- Pleasant (and informal) working environment, with young, dedicated, and motivated colleagues.

Applications (motivation letter and CV) should be submitted via email to recruitment@trinomics.eu.

Please use the following email heading for your application: “*BD21-001 - APPLICANT NAME*”.
Candidates who meet the requirements will be selected for an interview.

For more information about the vacancy, please contact recruitment@trinomics.eu or by phone +31 (0)10 341 45 92. More information about our organisation can be found on www.trinomics.eu.