

Project Support Coordinator [BD21-003]

Start: December 2022 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 Brussels) and a team of approx. 65 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 our consultants in preparing **administrative and legal documents** for public tenders, **project administration, formatting and management support** 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

- HBO/University education degree in a relevant field such as administration, management or legal studies, public administration, or equivalent;
- 1 to 2 years of relevant professional work experience in preparing administrative and secretarial tasks in a business administrator, project support or procurement support role;
- Ability to work, write and communicate fluently in English; ability to work in additional languages;
- Knowledge and understanding of project management and contract management principles;
- 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;
- Preferably experience in project acquisition and proposal administration;
- Ability to quickly learn and acquire relevant business knowledge in consulting practice;
- Attention to detail and quality of work;
- Proficiency in Microsoft office tools;
- Fast learner, proactive and versatile.

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.

How to apply

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

Please use the following email heading for your application: “*BD21-003 - 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.