

# **JOB ANNOUNCEMENT**

## **Junior Project Manager Position**

### **OUTLINE OF THE POSITION**

**The junior Project Manager will report to the Ingredients Department Head and will work closely with the Ingredients Project Managers**

### **JOB REQUIREMENTS**

- Master's degree in toxicology, biochemistry, biology, chemistry or related scientific discipline;
- Excellent organisational, communication and presentation skills;
- 2 to 4 years' experience after graduation;
- Ability to work in a proactive and autonomous way as well as in a team;
- Excellent verbal and written skills in English;
- Full knowledge of MS Office software (Word, Excel, PowerPoint, Outlook);
- Experience in Project Management will be an asset.

### **MAIN DUTIES IN THE POSITION:**

- Contribute to Management of industry working group by working closely with the project manager and other secretariat members on project activities;
- Assist in preparation of scientific and regulatory dossiers to support the safe use of specific cosmetics ingredients;
- Day to day management of industry consortia, including:
  - Collect, compile, and organise background documents and other materials for meetings, prepare minutes and summaries of actions to be taken, and ensure necessary follow-up;
  - Ensure delivery of the agreed projects according to the milestones and timelines agreed with the Consortium Steering Committee and research partners.

- Co-ordinate effective dissemination of information/output amongst the members of the consortium e.g. on outcome of commissioned research/expert groups and the industry's contracted researchers, financial reports etc.
- Contribute to the preparation of workshops, papers, oral presentations and posters in scientific meetings to support the industry's science programme;
- Represent Cosmetics Europe in the consortium and acting as the interface between the Consortium and Cosmetics Europe project management structure.

#### **WHAT WE OFFER:**

- ✚ An exciting job in a multicultural working environment with widely varying contacts;
- ✚ An open-ended contract / full time basis;
- ✚ A competitive salary and attractive extra-legal benefits.

#### **HOW TO APPLY:**

- ✚ Interested candidates are asked to send their CV and motivation letter in English in electronic format to [jobs@cosmeticseurope.eu](mailto:jobs@cosmeticseurope.eu) before 15/12/2018.
- ✚ *Only short-listed candidates will be contacted.*
- ✚ *Shortlisted candidates may be asked to prove their background, qualifications, skills and experiences by providing relevant documents.*