

## Project Assistant

for the Erasmus+ Project „Knowledge Alliances“ *THE WINE LAB*

(at the earliest date possible)

### DUTIES:

- Project management (EU Project, exchange programme Erasmus+ “Knowledge Alliances” Cooperation for innovation and the exchange of good practices)
- Doing research (in particular databases) including field work (interviews etc.)
- Drawing up academic studies and publications
- Designing presentations
- Organizing events, workshops, etc.
- Participating in the practical and theoretical dissemination of project outcomes
- Write and submit project proposals (EU level)

### PROFESSIONAL AND PERSONAL QUALIFICATIONS:

- Bachelor degree in Business Administration, Agribusiness, Wine Management, Tourism or similar
- Able to conduct scientific work
- Knowledge of the wine industry would be an advantage
- Competence in project management
- Know-how of the usage of quantitative and qualitative research methods
- Excellent knowledge of MS-Office as well as a high proficiency in spoken and written English are required
- Knowledge of German language (min. B1)

You have excellent communications skills; you are committed and eager to learn. A professional appearance and an appreciative way of dealing with people are important to us. We expect an efficient and a target-oriented mode, accuracy and quality awareness as well as an entrepreneurial and strategic approach.

### OUR SERVICES:

We offer a secure and diverse field of work within a dynamic and expanding organisation as well as a high quality of life at your future job in an international environment.

It is a temporary job **20 hrs/week** with a contract **until December 31st 2019**.

IMC FH Krems is not subject to a collective labour agreement. The minimum salary for this job is **EUR 1,200** gross/month for 20 hours per week.

Classifications of the salary are made due to qualifications and job experience.

If you are interested please forward your ONLINE application to: [www.fh-krems.ac.at/jobs](http://www.fh-krems.ac.at/jobs)

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