

POSITION:
R&D COORDINATOR | OFFICE
MANAGER (m/f/d)
REF-NO.:
2021 | FCA | RDCOM1
LOCATION:
Remscheid, Germany
CLOSING DATE:
April 10, 2021

FUTURE CLEANTECH ARCHITECTS

Future Cleantech Architects (FCA) is a think tank based in Germany, dedicated to high-impact R&D for the energy transition. Zooming in on eight specific R&D areas, FCA draws upon a highly experienced international expert base to identify and support innovative approaches with the potential to reduce greenhouse gas emissions drastically.

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RESPONSIBILITIES

As R&D Coordinator and Office Manager, the successful candidate will work closely with the FCA Management, Advisory Board and Expert Panel to coordinate key R&D activity, orchestrate cooperation with FCA stakeholders, run virtual and physical FCA locations and coordinate assistant staff. These responsibilities include the following tasks:

- ▶ Orchestrate R&D activities: develop new project pipelines, liaison work with project partners, active involvement (R&D work) in research projects, controlling of budget and schedule
- ▶ Organize key FCA processes, including but not limited to: office management, conception and preparation of major events (both on-site and virtual), key communication with FCA stakeholders
- ▶ Work on FCA publications and develop partnerships, communicate with key FCA stakeholders

REQUIRED QUALIFICATIONS | EXPERTISE

- ▶ Master's degree or equivalent in business administration, economics, engineering, project management, environmental science, or other related fields to the post
- ▶ At least three years of progressively relevant work experience at national and international levels in cleantech-related fields, proven experience in international cooperation, multi-national work, prior experience in managing and coordinating multi-stakeholder projects
- ▶ Experience in researching and working with ambitious, early-stage technological concepts
- ▶ Excellent command of English and German, both oral and written, strong ability to establish priorities and work to tight timelines within a fast-paced environment
- ▶ Professionalism, with the ability to work under minimal supervision with a high level of resilience, ability to communicate clearly and efficiently with high-level stakeholders
- ▶ Excellent knowledge of Microsoft tools and basic data base systems. Basic graphic design skills would be an advantage

REMUNERATION

FCA offers a competitive salary at level commensurate to the level of experience and allowances including post adjustment.

PART-TIME SUITABILITY | WORK FROM HOME

The position is suitable for part-time solutions and allows for predominantly working from home.

DURATION OF CONTRACT | STARTING DATE

The position can be filled for two years with the intention to prolong the contract. Starting date would be ASAP.

APPLICATIONS

Candidates are kindly asked to send their complete applications papers in digital form to HR@fcarchitects.org.

