



Project Manager « European projects »

Montreuil (Paris) fixed-term contract 12 months - 38-41k€

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AFPA (Agence nationale pour la Formation Professionnelles des Adultes) is the French professional training organization, serving the State, professional branches and companies. AFPA is member of the Public Service.

We're currently looking for a **Projects Manager** to join our engineering office in Montreuil (France).

Project management and coordination

- Assist the R&D Department in the implementation of projects financed by Europe and in particular Erasmus+ projects;
- Assist, and organise activities related to the implementation of projects in which Afpa is a partner, paying particular attention to the quality indicators defined by the projects;
- Coordinate processes and procedures concerning all administrative and financial documents required in the context of the balance sheets and accounts of European projects;
- Communicate and collaborate with Afpa's European partners (associations, European institutions);
- Communicate and help organize events: support the organization and implementation of events related to European projects in which Afpa is a partner (such as meetings, conferences...);
- Establish and maintain an interface with the European network EVTA of which Afpa is a founding-member and vice-president.

Job-related skills

- Demonstrated experience of at least 2 years in management of EU funded projects;
- Experience working in a multicultural environment;
- Excellent diplomatic and marketing skills;
- Excellent communication skills in spoken and written French and English, knowledge of other languages is an asset;
- Knowledge and understanding of the European Institutions dynamics and of VET (Vocational Education and Training);
- An inclusive approach to collaboration and a proactive attitude;
- Good analytical and strategy development skills;
- Strong presentation and writing skills;
- Strong communication and negotiation skills;
- Ability to analyse, interpret as well as communicate data;
- Ability to work with agreed deadlines;
- Strong sense of ownership for quality of work and deliverables;
- Organised and demonstrate a high level of attention to details;
- Ability to get people on board;
- Dynamic, persistent and result oriented.



General skills

- Sociable, service oriented and at ease in a multicultural environment;
- Proactive, critical, flexible and solution oriented;
- Ability to work independently and as part of a team on a common project;
- Ability to work under pressure, manage challenging workload and tight deadlines;
- Ability to master new technical and organisation concepts and information;
- Ability to multi-task and coordinate several projects simultaneously;
- Excellent time-management and organisation skills;
- Excellent written - verbal and good digital communication skills;
- Good working knowledge of Microsoft Teams and other collaborative platforms.

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