

**11/2018**

IRU is the global industry association for road transport, driving the sustainable mobility of people and goods across the planet.

**Our rapidly evolving and dynamic organisation in Brussels (based in EU district) is looking for a 12-month**

## **JUNIOR PROJECT MANAGER – IRU PROJECTS – BRUSSELS OFFICE**

### **JOB SUMMARY**

Reporting to the Senior Manager for IRU Projects, the Junior Project Manager will support project activities in order to execute European Commission co-funded projects.

### **RESPONSIBILITIES**

Support project activities in collaboration with internal partners such as but not limited to:

- Desktop research on specific topics
- Draft of reports
- Contribute to deliverables related to specific activities within projects
- Designing , developing and conducting questionnaire surveys (online and onsite)
- Analysis of data
- Development of internal databases
- Compile IRU projects past work in structures and clusters

Contribute to the development of cost-benefits analysis, department roadmaps and other relevant document

Support the Project Managers to develop and implement training projects

### **QUALIFICATIONS & EXPERIENCE**

- Bachelor Degree or equivalent
- Some knowledge of the functioning of the European Union, preferably with reference to transport, logistics and customs
- 1-2 years' experience in the transport industry, association or corporate
- EU national

### **COMPETENCIES, SKILLS & BEHAVIOURS**

- Organisational skills
- Project management
- Problem solving skills
- MS Office
- Interpersonal skills
- Strong proactive work ethic, high level of motivation, ability to work in a multicultural environment
- Team player and consensus builder: delivering to achieve targets and respect deadlines

If you are interested in this exciting opportunity, please send your motivation letter in English to [hr@iru.org](mailto:hr@iru.org), indicating your interest and why you believe you are the right fit for the position. Your most recent CV would also be very much appreciated. The application closes on 15<sup>th</sup> November 2018.