

Project Officer

Department:
Ecorys Croatia

Location:
Zagreb, Croatia, Zagreb

Education Level:
University Degree (Bachelor)

Deadline:
31-08-2025

Country:
Croatia

Ecorys is a leading international research and consultancy company addressing society's key challenges. We combine our deep knowledge of the societal challenges and our extensive skills and expertise to make genuine sustainable change happen. We offer the full policy cycle to our clients who are decision makers in the public and third sectors. We advise on the options and consequences of change options. We support clients to implement and communicate change and manage the consequences. Ecorys is a company with strong European roots and international presence. With own offices in 10 countries, we employ over 600 people working alongside external experts and associates in about 200 locations throughout the world.

What you will be doing:

Ecorys Brussels seeks a motivated and proactive Project Officer to support our Policy and Research Team in daily administrative tasks and project implementation. In this role, you will support specific projects (e.g. the "European Climate Pact Secretariat" or the "The Circular Cities and Regions Initiative"), ensuring the smooth operation of daily administrative tasks and contributing to the success of these initiatives.

As a Project Officer your role will include but is not limited to:

- **Contract Management:** Assist in preparing and managing contracts with project partners, subcontractors, external stakeholders, and other Ecorys offices.
- **Project Organization:** Organize and maintain project schedules, trackers, and databases using Excel.
- **Document Preparation:** Edit and format project reports and key documents; create document and email templates.
- **GDPR Compliance:** Support GDPR coordination and compliance under the supervision of the DPO.
- **Budget Monitoring:** Collaborate with the financial department to monitor project budgets and expenses; assist in preparing financial reports.
- **Expense Tracking:** Track expenses from partners and subcontractors.
- **Project Coordination:** Aid the project manager in overall project coordination, including communications, preparing key meeting documents, responding to email inquiries, and submitting reports.
- **Meeting Support:** Provide logistical support for online and in-person meetings, including booking calendars, arranging travel, and preparing minutes and other materials.
- **Additional Duties:** Undertake other duties as required.

What we will need from you:

Essential

- Bachelor's degree or equivalent
- Minimum of one year of experience in project administration or similar roles
- Proficiency in MS Office (Word, Excel, PowerPoint, Outlook)
- Fluency in written and spoken English
- Strong attention to detail, time management, and organisational skills
- Discretion in handling sensitive information
- Ability to manage competing priorities with tight deadlines
- Strong teamwork and interpersonal skills in a multicultural environment

Desirable

- Experience with EU-funded projects
- Knowledge of EU institutions

Benefits, application deadline and process

Ecorys offers its employees a professional, stimulating and learning environment and scope to develop. We are a highly international, socially responsible, and employee-owned organisation. Ecorys has an informal workplace atmosphere. You will generally work in teams alongside professional and enthusiastic colleagues.

We offer you a full position in Zagreb under a Croatian working contract. You will enjoy a good work-life balance and take advantage of our hybrid work policy, which allows for remote work up to 2 days per week.

We encourage interested and qualified candidates to submit their CV and 1-page cover letter in English via our online application form by 31/08/2025 COB.