

SETLabs Research GmbH is specialized in developing software-intensive systems and innovative domain-open solutions by bringing software, simulation and the respective HW/SW integration together. This results in the development of application-oriented solutions that are used in the automotive or rail domain and will be further extended to robotics, logistics, energy and healthcare. Our vision is to advance domain-open Software Enabled Technologies. SETLabs represents a subsidiary of VIRTUAL VEHICLE, an internationally leading research organization.

We are **currently** looking for an employee in

## Project Management Office (m/f/d)

Munich | part-time | full-time

### Your Tasks

- Support of the research team in administrative and organisational agendas as well as administrative coordination of funding projects.
- Supporting our researchers in the preparation and coordination of project proposals and in the preparation of funding agreements.
- Preparation of minutes, lists and presentations.
- Communication with project partners and funding agencies.
- Acquisition of companies for cooperation (regional and European level).
- Project monitoring and reporting in terms of cost, time and quality.
- Development and coordination of sales and marketing activities within the projects.
- Disseminate and communicate project information via website, newsletter, social media, events, etc.
- Coordinating deadlines and meeting agreed deadlines.
- Organisation and preparation of meetings and attendance of visitors.
- Managing requisitions, orders and invoices.
- Planning and organising business trips.

### Your Profile

- You have a degree in business administration, ideally with a focus on project management, innovation management or similar.
- You have first work experience in the field of assistance and/or project management.
- Ideally, you have knowledge of the national funding landscape and the handling of R&D projects.
- You have strong communication skills and the ability to present complex content in a simple manner.
- You are highly motivated and have the ambition to work independently and result-oriented in a team.
- Your knowledge of German and English is very good.

### What's in it for you

- Part-time from 30h/week possible up to full-time.
- Challenging activities in a renowned international network.
- Contractually secured home office models and flexible time management.
- Collaboration and contributions in a young dynamic team.
- Mentoring programme for new employees'.
- Personal and professional development opportunities on any career level.
- Flat hierarchies and freedom for taking responsibility and own ideas.
- Regular participation in scientific conferences.
- Team building and company events.

**APPLY NOW and JOIN OUR TEAM**



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