

Job Title: Project Management Assistant with a focus on Grant Application (Fluent in Czech & English)

Location: Prague, Czech Republic

Position Type: Full-Time

About us:

Vema Carbon is a company specializing in sustainable energy projects, with a particular focus on converting biogas productions into BioLNG and BioCO₂. As we continue to expand our operations and start setting up our Czech division, we are seeking a highly motivated and detail-oriented Project Management Assistant who will focus on handling our team's grant application processes. This individual will not only play a pivotal role in managing the entire grant application process for our innovative green technology initiatives but will also continue to oversee grant administration following successful approvals.

Additionally, the candidate will be presented with the opportunity to assist in key functions not related with the grants and grow with the company, taking on a variety of responsibilities that arise in the process, supporting its ongoing growth and operational needs, building a long-term career as we continue to expand.

Note on Grant Application Experience:

At Vema Carbon, we understand that navigating grant applications can be complex, especially within the renewable energy sector. For this role, we do not expect candidates to be immediately proficient in grant application processes. We will provide comprehensive guidance and support as you learn the ins and outs of grant writing, application submission, and administration. Our team will be there every step of the way until you feel confident to manage the process independently. This position is an excellent opportunity for candidates from various backgrounds who are interested in developing new skills within the renewable energy and project management fields. We encourage applications from individuals who may not have direct grant experience but possess a strong attention to detail, excellent organizational skills, and the ability to work collaboratively.

Suitable candidates might include:

- Administrative or Project Assistants with experience in technical or scientific fields
- Research Assistants in environmental science or energy sectors
- Junior Project Coordinators or entry-level Business Analysts
- Recent graduates with a background in sustainability, engineering, or public policy
- Finance or Accounting Assistants with experience in budgeting and financial reporting

If you're detail-oriented, motivated, and ready to grow with us, we'd love to hear from you!

Grant Application Key Responsibilities:

- Lead the preparation, writing, and submission of government grant applications related to our sector (R&D and Renewable energy), ensuring adherence to all deadlines and specific requirements.
- Conduct research on available grant opportunities, both domestic and international, that align with the company's mission and objectives.
- Collaborate with internal departments to gather the necessary data, financials, and project information required for applications.
- Liaise with relevant government agencies, specialized grant consultants and other stakeholders to ensure all necessary documentation and information is accurately provided and up to date.
- Monitor the progress of submitted applications and provide updates to senior management.
- Following the successful approval of grants, manage the financial administration and reporting requirements to ensure compliance with the terms of the grant.
- Maintain accurate records of all grant-related activities and documentation.
- Assist with budget preparation and financial planning related to funded projects.

Project Management assistant key responsibilities:

- Support project planning and scheduling, helping to coordinate project timelines, milestones, and deliverables.
- Assist in monitoring project progress and maintaining project documentation, ensuring all records are up-to-date and accessible.
- Facilitate communication between project teams, clients, stakeholders, and leadership, ensuring timely information flow and alignment on project objectives.
- Organise and prepare materials for project meetings, taking minutes and following up on action items.
- Track and manage project expenses, working closely with finance to ensure adherence to budgets.
- Take on a variety of responsibilities that arise within the company, supporting its ongoing growth and operational needs.

Required qualifications and Skills:

- Fluent in Czech, with excellent written and verbal communication skills in both Czech and English.
- Strong project management skills, with the ability to handle multiple tasks and deadlines efficiently.
- Excellent research and analytical skills, with strong attention to detail.
- Ability to work independently and as part of a team, demonstrating initiative and problem-solving capabilities.
- Proficiency in MS Office (Word, Excel, PowerPoint), and experience with financial software is a plus.

Preferred Skills and Qualifications:

- Knowledge of relevant government agencies and grant processes in the Czech Republic and the EU is an advantage.
- Experience in financial management and reporting, particularly in relation to grant administration.
- Proven experience in grant writing and managing government grant applications, ideally within the environmental, technology or R&D sectors.
- Knowledge of relevant government agencies and grant processes in other EU countries such as Germany, Poland, Italy would be deemed as an advantage.
- Prior experience or education in the energy/ biogas/ engineering, renewable energy or oil and gas sectors will be advantageous.
- Proficiency in German is highly desirable but not mandatory.
- To a lesser extent than German, but knowledge of either Russian or Ukrainian also be seen as a plus.
- Knowledge and proficiency with AI tools, such as ChatGPT and DeepL is highly desirable.
- Knowledge and proficiency in project and task management tools, such as ClickUp, Todoist, Asana, etc., is also seen as a plus.
- Preference will be given to candidates based in or near Prague, Czech Republic, to avoid relocation needs.

Growth Opportunities:

- This role offers significant potential for growth within our company. You will work closely with the leadership team and contribute directly to company expansion, with opportunities for increased responsibility and professional development as the company grows.

Working Conditions:

- Position Type: Full-time. Competitive salary offered.
- Location: Primarily office-based with occasional remote work flexibility.
- Travel: Occasional travel for meetings, site visits, and international business trips.

Additional Benefits:

- Performance Bonuses: We offer bonuses based on KPI achievements to reward exceptional performance.
- Overtime Compensation: We recognize and compensate for additional hours worked.
- Professional Growth: This role allows for extensive personal and professional growth within an innovative company.
- Career Development Support: Opportunities for training, mentorship, and taking on new responsibilities as the company expands.
- Work-Life Balance: While we are a growing company, we value a balanced work environment and aim to offer flexibility where possible.

This is an excellent opportunity for someone looking to grow their career in grant management while making a significant impact in the field of green technology. If you're looking for a position where you can grow alongside an innovative company while developing your professional skills, This is the perfect chance!