

Business Development Friesland is looking for a **Project Management Assistant** to join our team (full-time preference, 32 hours can be considered).

We are looking for a candidate with the following characteristics:

- Be in possession of a recognised bachelor's degree or higher, preferably in an economic or international field of study;
- Excellent oral and writing skills in both Dutch and English;
- A proactive attitude;
- Solution-oriented worker;
- Able to quickly switch between different activities;
- Willing to travel (Europe);
- Takes initiative and can plan and organise independently.

Main tasks of a Project Management Assistant

As a Project Management Assistant, you will support the project managers and contribute to the realisation of European projects within the delivery time, budget and the set requirements. Moreover, you will do general (administrative) work and other common daily tasks. The list of tasks below is indicative, not exhaustive.

Work to support project managers:

- Develop course modules, practical assignments and other course- or teaching materials for education and work-related learning;
- Conduct desk and field research;
- Translate project materials (mainly newsletters, surveys, course materials, reports, and so on) from English to Dutch and vice versa;
- Prepare publicity statements (articles for newsletters, websites, brochures, banners etc.);
- Prepare project meetings (agenda, catering, logistics, facilities, etc.);
- Communicate with international and local partners;
- Participate in project meetings in the Netherlands and abroad.

General (administrative) work:

- Website, social media and newsletter of BDF – support and content management;
- Telephone and mail handling

What does BDF offer you?

- Inspiring work environment in one of the oldest buildings in Leeuwarden
- Traveling throughout Europe
- Possibility to grow professionally
- Independence and flexibility
- Phone and laptop
- Joint lunch

About BDF

BDF is a regionally and internationally oriented organisation with 9 employees and forms the link between business, education and government. By responding to European opportunities, BDF is able to support organisations in realising their economic, international and social ambitions.

BDF often collaborates with other parties in the region and supports them in the application and management of European funded projects in several programs such as Erasmus+ and INTERREG. BDF supports projects and project applications with specialist knowledge, both in terms of content and finances.

In addition, BDF develops and implements new concepts and projects for the benefit of entrepreneurs and knowledge institutes in the region. Examples of our initiatives are [I-STEP](#), [VIP@work](#) and [Inqubator Leeuwarden](#).

BDF is characterised by an informal working atmosphere, teamwork and independently working employees with a proactive attitude and no 9-17 mentality.

Do you want to become our new project management assistant? Please let us know by sending your motivation and resume before the 15th of February 2019 to n.dejager@bdfriesland.nl. If we think you're the right fit for our team, you will be invited by phone for an interview.