

Project Coordinator IMT Starter

Incubator IMT STARTER by The Telecom SudParis and Telecom Business School is a structure that encourages the emergence of young ICT companies with excellent innovation, development and job creation potential. The Incubator based in EVRY draws on the skills of Telecom SudParis, Telecom Business School and ENSIIE. Founded in 1999, the Incubator has accompanied 180 IT companies that have created more than 1,600 jobs.

Our incubator has International Partners all around the globe. He's particularly involved in a European Project, called "Soft-Landing". With partners from Germany, Netherland, Lithuania and England, this Project will connect smaller startup ecosystems to the larger ones through building awareness and capacity for scaling as well as providing Soft-landing support for selected start-ups and scale-ups.

For this Project we are looking for a "**Project Coordinator**"

Project Assistant Duties and Responsibilities

Work collaboratively with the project manager and incubator's team to:

- Collaborate with the whole project team and partners, contributing to the entire project lifecycle
- Organize and monitor schedules and see that deadlines are met
- Coordinate efforts within the team and with outside partners efficiently
- Report updates verbally and in written
- Help discern requirements from start-ups and scale-ups
- Participate to the organization of networking events
- Research of mentors and speakers for future conferences
- Communication : organization of different communication campaigns, management of communication tools (including social networks), writing articles in French and English, drive some interviews with French and foreign entrepreneurs.

Project Assistant Requirements and Qualifications

- Passion for innovation and entrepreneurship
- Communication and interpersonal skills
- Able to thrive in a high-volume, deadline-driven work environment
- Keen attention to detail and an aptitude for problem solving
- Outstanding organizational skills and ability to prioritize tasks

POST in CDD 12 months

REQUIRED TRAINING

- Associate's or Bachelor's degree in a relevant field required

EXPERIENCE REQUIRED

- Minimum 2 years' relevant work experience in the field

LANGUAGE REQUIRED

- English/French