



- As a Company, we have earned a reputation of a world leader in the production of infrared detectors. We have our proprietary technology as well as the facilities necessary to implement new solutions.
- As a Team, we combine passion for scientific achievements with the pursuit for their business applications.
- As Employees, we foster a friendly atmosphere and open communication, which help us respond to the needs of even the most demanding Customers.
- If you would like to join us, we are currently looking for a person for the position of:

PROJECT COORDINATOR

What tasks will we entrust you with?

- Coordination of the preparation of project documentation: schedules, budgets, etc.
- Handling of regional, national and European co-funded projects
- Close cooperation with key persons in a project
- Cooperation with project team consisting of technologists/engineers/scientists
- Supervision over proper project implementation, budget monitoring, expenditure coordination, monitoring of implementation schedule
- Conducting discussions and negotiations with partners, contractors, stakeholders
- Building a network of relationships necessary for the implementation of projects
- Initiating and supervising external and internal activities aimed at positive project implementation

What qualifications do we require?

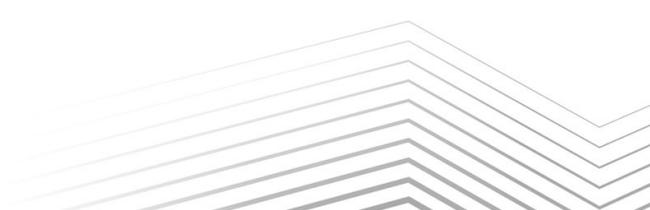
- At least one year of experience in project work (planning, documenting and accounting) in projects co-financed from public, national or European sources and projects of a highly innovative nature, in particular those involving R&D work and technology implementation
- At least 2 years of working experience in R&D projects
- Experience in working with project documentation
- Knowledge of issues concerning public aid
- Knowledge of project management methodologies

• Why apply to VIGO?

- We treat each and every application as an expression of the highest trust and give it the attention it deserves. We provide ALL applicants with an update on the application procedure as soon as possible.
- The selected person will be offered stable employment, an extensive employee benefits package and opportunities for professional training and development.
- We provide an elaborate induction process and make sure that every new VIGO Employee feels a part of our Team from the very first day.

If you are interested, please send your application documents via the website:

<https://vigo.com.pl/en/about-us/career/>





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- Good knowledge of English (at least B2, preferably C1);
- Higher education, preferably technical
- High interpersonal skills, ability to communicate effectively, including cooperation in a team featuring employees with different competencies
- Ability to solve non-standard problems and efficiently recommend decisions to be made
- Very good organisation of work, self-reliance in solving problems and overcoming obstacles
- Ability to adapt quickly to changing environmental conditions
- Determination to achieve objectives

What else might be useful to you?

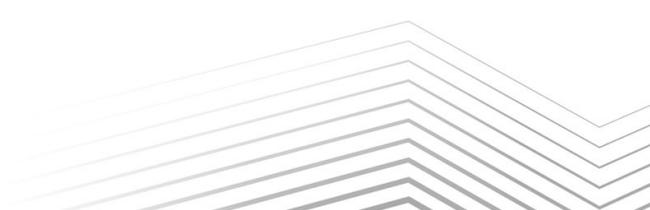
- Knowledge of legal regulations related to the execution of investment and R&D projects
- Ability to use JIRA software and very good knowledge of Excel

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A decorative graphic consisting of several overlapping, parallel lines that create a sense of depth and movement, resembling a stylized mountain range or a series of steps. The lines are light gray and set against a white background.