

# Scicomm Project Manager

Scienseed is a renowned **science communication agency** based in Madrid. Our work involves **strategic consultancy** and **development of communication plans** for clients in sectors related to science and technology. We specialise in a **wide range of online and offline formats**, including multimedia, web, graphic design, written formats, campaigns, activities, among others. We have a **multidisciplinary team** with researchers, graphic designers, journalists and web developers. At present, we work Europe-wide with clients that require proficient communication of **scientific & technical contents**. Specifically, we work **with universities, research institutes & biotech companies**, among others, and we also participate in **large international research projects** leading the communication actions.

For more information, you can visit our [website](#) and our social networks.

## Your profile

We are searching for a talented, experienced, and motivated person to act as a **project manager** and **lead point of contact with clients** and to allow a **smooth leadership and coordination** of science communication projects. This position involves the following main functions:

- **Project management** of science communication projects at all stages,
- Consultancy role on **science communication strategies** before the client,
- Design of **work plans**, including budgeting,
- Preparation of **project proposals and presentations**,
- Production of **briefings**, meetings with clients to clarify specific **requirements** of each project,
- **Follow up and coordination** with the creative team,
- Perform other related duties as assigned.

Scienseed is a **small and dynamic company** where there are multiple opportunities to take new roles. Thus, you will have the chance to **participate in other processes** in the company depending on your profile.



## Requirements:

- Work experience in **project management** or **consumer-oriented positions**.
- Specific knowledge and/or experience in the **communication** or **research** sectors.
- High proficiency in **English and Spanish**, both written and oral.
- Strong working knowledge of the **Microsoft package**, especially Microsoft Excel.

## Skills:

- Strong verbal and written **communication skills**.
- Organised, **proactive** and analytical.
- Independent **problem-solving** attitude.
- Excellent **listening, negotiation and presentation** abilities.
- Agility, **flexibility**, capability to adapt and work quickly.
- Ability to juggle multiple projects at a time, to work in teams, to meet deadlines as well as **short, medium- and long-term goals**.

## How to apply

Please write an email to [careers.projects@scienseed.com](mailto:careers.projects@scienseed.com) with a cover letter and your CV. Your email subject should state *[Project manager role] + Your Name*

## Benefits

**Full-time** position. Salary according to the candidate's profile.

High-potential **professional development** in a fast-growing company and sector.

**Flexible management** of your work schedule.

