



cosine is a dynamic high-tech company which develops and builds measurement systems for its customers. These systems are used in scientific, industrial, medical, environmental, energy, agri/food, security, semiconductor and space applications, with customers ranging from small high-tech companies to Space Agencies and large multinationals.

cosine currently has a staff of around 40 international and highly educated employees who develop in close collaboration with our customers. With our broad experience in different technological areas, cosine provides innovative, out-of-the-box measurement solutions.

Our office in Warmond houses fully equipped cleanrooms, as well as testing and assembly facilities, offices and meeting rooms. The building is modern and spacious and can be easily reached by public transportation, as well as by car.

We are looking for a colleague to come work with us as a

Project Assistant (0.5-0.8 FTE)

Job description

Our remote sensing business unit develops and produces miniaturized instruments for space and aerospace. As part of the development we run several projects that involve dealing with international customers and suppliers. The projects are headed by our project managers, who need support, so that they can focus on the technical aspects of the development.

We are therefore looking for an ambitious and energetic Project Assistant who will provide support to the remote sensing business unit of cosine. You will report to the remote sensing business unit manager.

Responsibilities

- Prepare and administrate orders and contracts for the project, according to cosine procedures
- Prepare and assist in producing financial and programmatic status reports for internal and external purposes
- Maintain lists of actions, status of deliverables, financial commitments/expenditures, manpower commitments
- Prepare and send out progress reports
- Assist the project manager in organizing kick-off, progress and review meetings
- Take, issue and distribute minutes of meetings
- Carry out administrative duties such as collecting data, sorting, filing and sending out project files to external and internal parties
- Maintain and update the project schedules and distribute updated versions

Skills and qualifications

- University degree from a recognized institution of secondary studies or an equivalent qualification in Business Administration
- Several years of experience in a similar position
- Excellent planning and organizational skills and attention to detail
- Good communication skills
- Ability to speak and write English fluently in a professional working environment

- Ability to solve problems efficiently, pragmatically and independently
- Skilled in using Microsoft Office products, including MS Project
- Knowledge of LibreOffice is an advantage
- Knowledge of ESA administrative and financial processes is a strong advantage

We offer

A part-time job in a growing and international setting where you can combine your organizational skills with highly innovative technology and applications, with good and flexible working conditions.

Application

If you are interested in this challenge to strengthen our project management team, send your motivation and CV to recruitment@cosine.nl