



HARVEST WASTE

	Description
Function name	Project Support
Hr/week	40
Location	Project Region and Amsterdam (based on project need)
Archetype	Jack of all trades, highly organised multitasker
Responsibilities	<ul style="list-style-type: none">· Provide and maintain project planning, budget and scope.· Support in selection and procurement of suppliers, consultants, advisors, etc· Provide professional communication, preparation of reporting to SPV· Set up and maintain all project documents and templates, needed for the project· Prepare, perform and/or facilitate analysis of risks.· Generic project support
Experience	<p><u>Need to haves</u></p> <ul style="list-style-type: none">- Successful track record in providing hands-on project support in managing scope, planning, budget, risks, reporting, stakeholder mapping, procurement, etc)- Succesful track record working in green field conditions. Setting up and implementing project structures in teams, from scratch- International experience- 5 years + experience <p><u>Nice to haves</u></p> <ul style="list-style-type: none">- Experience working in same role in construction phase
Knowledge & Skills	<p><u>Need to haves</u></p> <ul style="list-style-type: none">- Energetic, self starter & perseverance- Accurate, structured, pro-active communicator & team player- Knowledge of PMI/PMBOK project management principles- Higher education- Good English skills <p><u>Nice to have</u></p> <ul style="list-style-type: none">- Arabic language
Yearly salary	[TBD]
Hourly rate	[TBD]
Expected start (Q)	[TBD]