

PROJECT SUPPORT OFFICER

Recruitment Profile



Module	Recruitment Profile – Project Support Officer
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Recruitment profile: Project Support Officer

Do you also believe in a future where both man and nature can thrive together? Where we can feed ourselves without depleting nature? Then you are the perfect match to join us in accelerating the transition to a food system in balance with nature. For our new production facility we are looking for engineering talents who want to join us in leading the 'ento-revolution'.

About Protix

We are at the eve of forming an insect industry. Protix is a rapidly growing company and leading this "ento-revolution" as the frontrunner in the industry. Working at Protix is an excellent opportunity to excel both personally and professionally in a fast-paced entrepreneurial environment

Job description

As Project Support Officer you will be part of the Projects and Engineering team at Protix and will offer vital support to the Project team. You are a highly-organized, dynamic professional your responsibilities will be inextricably tied to the success of the project. Driving everything forward from planning to implementation, your actions will directly influence the quality, efficiency and cost-effectiveness of the project. As the project manager's right hand, you will play an important role in project planning and risk and issue management. Moreover, you will log, manage and analyze information on project progress and budget. You are an excellent communicator and will be preparing progress reports and liaising with all key stakeholders.

Key performance objectives

- Co-ordinate the production of all reports and produce project summary reports (cost, progress, design).
- Maintain risk and issue logs and change control records.
- You are support to the engineering team and key point of contact with Chinese engineering team (located in China)
- Timely, complete and accurate generation of selected subcontract agreements and purchase orders.
- Routine administrative project tasks, minutes taking, meeting preparations
- Assist in the solicitation of proposals and selection of contractors/suppliers
- Monitor timely and accurate delivery of engineering/project documents
- Monitor field work contract work to ensure compliance with Protix standards and procedures.
- Facilitate key project and review meetings
- Attend and actively participate in project coordination and project/engineering/construction meetings.
- Perform additional duties and assignments as requested.

Minimum experience / education qualifications

- BSc degree in engineering, business administration, or similar experience.
- Experience in large scale capital projects (preferable building factories, plants, production lines)
- Fluent in English (both verbal and in writing)
- Fluent in Chinese

- Dutch would be an asset

General skill and qualifications

- A general interest in nature and technology
- No nine-to-five mentality
- Ability to assume responsibility, interface and communicate effectively with others a must.
- Must be proficient in MS Office.
- Hands on approach

Additional information

Please submit your resume to: IHaveTheProtixFactor@Protix.eu

Contact Stijn Harms (Stijn.Harms@protix.eu) for further information

Job Title: Project Support Officer

Type: Full-time

Function available: Direct