



PROJECT MANAGER

BUSINESS DEVELOPMENT

Location of work: Brussels (Belgium) or Gatineau (Canada)

Job status: Full time position

Start date: March 2023

Work schedule: 38 hours/week, Monday to Friday

Baastel offers flexible working hours and has a telecommuting policy.

WELCOME TO BAASTEL!

A team on the move towards an inclusive sustainable development world.

Le Groupe-conseil baastel (Baastel) is a consulting firm providing **cutting-edge services** in the field of international development. Founded in 1989, Baastel's mission is to contribute to **sustainable human development**. This contribution aims at the success and strengthening of development practices and actions (projects, programs, policies) through quality consulting services. Baastel focuses on the three main axes of sustainable development: the promotion of social equity, economic development, and environmental management.

ROLE OF THE PROJECT MANAGER

Under the supervision of the Director of Business Development, the Project Manager **actively participates in the growth of the company's activities** by responding to calls for tenders and ensuring the administrative management of various mandates. The **development of business opportunities around the world** is at the heart of his/her daily work and he/she must build trusting relationships with Baastel's partners and clients. The Project Manager will also be responsible for **building strong teams of experts**, learning about new industry trends, and supporting team leaders in the administrative management of mandates.

QUALIFICATIONS

- **Master's degree** in management, business, administration or related field ;
- **5 years of relevant experience**, ideally in international development.

ESSENTIAL SKILLS

- **Legally authorized to work in Belgium or Canada**
- **Spanish - Spoken and written**
- **2nd language (French or English) - Spoken and written**

Le Groupe-conseil baastel ltée
92 Montcalm | Gatineau (Quebec) Canada | J8X 2L7
Tel: +1-819-595-1421

Le Groupe-conseil baastel srl
Rue de la loi 28 | 1000 Brussels, Belgium
Tel: +32 (0)2 893 0032



- Proficiency in the Office suite (Word formatting essential) and excellent computer skills (Teams, Onedrive, Internet)
- Knowledge of international development and international and European organizations
- Project management skills (operational, administrative, budgetary, contractual, and technical management)
- Analytical skills and ability to synthesize information in a clear and concise manner
- Ability to prioritize and manage multiple tasks simultaneously while meeting deadlines
- Strong attention to detail
- Team player and initiative, energy, and motivation!

BE PART OF THE TEAM!

Share your resume and cover letter with us at recrutement@baastel.com by February 24, 2023. Please clearly indicate the position title in the subject line of your message.

We sincerely thank all applicants for their interest! We will contact those selected first.