

Professional Opportunity in Estonia!

We are looking for people to be trained on the position of European Consultant.

Are you passionate about international cooperation and want to learn how to manage European projects? Do you want to be part of a dynamic team and contribute to the growth of companies in Estonia?

At DIGITALEUS, we are looking for talented and motivated youth people to be converted into EU Project Technicians to join our team remotely and part-time, so you can combine it with your studies or other activities.

Do you feel identified? If you meet the requirements and are passionate about international cooperation, we would love to meet you!

 [Apply through this link](#)

Karjäärivõimalus Eestis!

Otsime inimesi, keda koolitada Euroopa konsultandiks.

Kas sind paelub rahvusvaheline koostöö ja soovid õppida, kuidas juhtida Euroopa projekte? Kas tahad olla osa dünaamilisest meeskonnast ja panustada Eesti ettevõtete kasvu?

DIGITALEUSes otsime andekaid ja motiveeritud noori, keda koolitada ELi projektitehnikuteks. Töö on kaugtööna ja osalise tööajaga, et saaksid seda ühendada oma õpingute või muude tegevustega.

Kas tundsid end ära? Kui vastad nõuetele ja rahvusvaheline koostöö on sinu kirk, siis tahaksime sinuga väga tutvuda!

 [Kandideeri selle lingi kaudu](#)

JOB POSITION: non-experienced youth people to be trained on the position of European Consultant (English mandatory, part-time and remote working)

Who is Digitaleus?

We are a company developing innovative digital solutions for institutions all around Europe. Digitaleus support businesses and administrations in their strategic decision taking, thanks to data management and quality review of procedures.

We deliver services to companies in Estonia and the rest of Europe, and also develop own data tools and software to support our clients growth.

Additionally, the company is involved in multiple cooperations with other EU companies and institutions, through EU Programmes and services focusing on market research, data gathering and analysis and strategic consulting.

Job position description

One of our main field of activity is the participation in European Consortiums for the development of new innovative product and services, co-financed by European Funds.

Our team is composed by experts in the European cooperation, with more than 15 years of experience, but also **new and non-experienced staff is required** to fill on the new company necessities, to be fully trained on-board and to grow inside the company.

We are looking for a person **to be trained on the position of European Consultant**, which will deal with the daily work of different European projects under development in the company.

The worker will participate in the management of 2 current European projects, attending online and face-to-face meetings at EU level, following up the development of the project products, supporting the partners in the delivery of reports, communication activities and economic justification of the projects.

Training will be provided to acquire the necessary skills to develop these tasks.

The worker will also support other company duties such as the delivery of data analysis or consulting reports, statistical reports and administrative management of the company. The daily work is mainly based on using excel and office to deliver reports, or preparing power points for the presentations.

Type of contract

For the moment, the contract is expected to be a training one, with part-time system to cover 40-50% of a working week, with flexible timetable to be agreed with the company.

University degree is not required, as students are welcome, so the part-time contract can be used to finalize the studies.

REQUIREMENT for the position:

- ENGLISH language is a mandatory requisite. Meetings, both online and face-to-face with other EU partners are in English. Written and spoken English language is daily used on the position duties. Please, do not propose you for the position if you don't cover this requirement. It will have to be proved in the first process step.
- As previously explained, the capacity to travel around Europe alone is a requirement for this position.

OTHER VALUABLE KNOWLEDGE

- Microsoft Office management is an added value, as it is a tool used daily. Office, excel and power point are the main working tools.
- Good communication skills, necessary to develop presentations to partners and clients.
- Good capacity to work on digital environment.

The main job benefits and characteristics are:

- Full remote working. The company has no offices in Tallin for the moment, so the worker will be full home based.
- Part time and flexible time. The initial contract will be part time, and the worker will be able to decide the working timetables, being flexible in the implementation. The job requires self-management of time due to punctual deadlines or deliverables, so the worker requires to be responsible of this time flexibility.
- The company is starting to create its working structure, so there is a growing potential inside the company if objectives are achieved as planned.
- Cooperation with other European institutions requires travelling around Europe from time to time. The worker has to have to capacity to travel alone if required, representing the company interest in the meeting with the partners and collaborators.

SALARY is expected to be 18.000€ gross per year for the 100% of the working week (40 hours), so the final part-time agreement between worker and company will adjust this amount.