



PROJECT ADMINISTRATOR

JOB CODE: GEDS-MD0318

Location: Istanbul

GEDS

We are an Istanbul-based design and innovation consultancy with a focus on design research. We utilize design-driven methodologies to connect organizations with the people they serve in novel ways. And for us, the process starts precisely with the needs and desires of the real people we serve. We call this “human-centricity.”

PROJECT ADMINISTRATOR

We are looking for a passionate, experienced and self-motivated project administrator. Ideal candidates must be solid professionals who want to grow in managing EU-funded projects. The role requires a strong entrepreneurial zeal with an awareness of intercultural working environment challenges. Strong language and documentation skills are a must.

WHY GEDS

GEDS aims to create a human-centric impact on the next economy. Therefore, one of our priorities is delivering high-quality of work with an impact focus. We have touched the lives of people in more than 20 countries via our clients in 10 industries so far. We straddle the exciting design and technology communities both in Europe and the United States, such as the Design Management Institute, Design for Europe and Singularity University.

KEY RESPONSIBILITIES

- Working with multidisciplinary teams of designers, strategists, and engineers
- Help with day-to-day operations for project teams, including managing portions of the budget (e.g. team building activities, catering, travel)
- Support of the project’s overall implementation and reporting
- Drafting minutes of meetings, keeping track of project administrative work

QUALIFICATIONS

- Minimum of 2-3 years work experience in the same or similar field
- Minimum of 4 years of university education from a reputable university
- Experience working within the framework of EU-funded projects as an assistant is an asset
- Good knowledge of MS Office
- Good communication skills
- Excellent knowledge of English and Turkish is a must
- Turkish-English / English-Turkish translation capabilities a strong asset
- Flexible, proactive and optimistic approaches are a must

Salary: TBA



Application: Send a cover letter, CV, portfolio and/or any materials that will help us get to know you better to careers@geds.com.tr. Make sure you write the job code and position title in the subject line of your email.

We are exacting about paperwork, so make sure your documents are well prepared and complete.

GEDS adheres to an equal opportunities policy for all applicants and employees regardless of race, color, religion, sex, and/or national origin.