JOB OFFER

Created in 2009, **ESSP** is a young and dynamic company, a **pan European service provider**, certified by EASA (the European Union Aviation Safety Agency) to deliver safety-critical services. Our mission is to operate and provide **Communication, Navigation and Surveillance** (CNS) services, among which, the main one is, the **EGNOS service** (the European Geostationary Navigation Overlay Service), on behalf of the EUSPA (the European Agency for Space).

ESSP Corporate Video: *https://www.youtube.com/watch?v=u_FKtcaN8YE*
ESSP Website career: *https://www.essp-sas.eu/human-resources/careers/*

In ESSP we are looking for an:

PROJECT MANAGEMENT OFFICER (TEMPORARY) - (F/M)

We are looking for a **Project Management officer** for a 9 months temporary contract who will be in charge of **providing day to day operational support to "users," including project managers and other managers.**

For these activities, we are looking for someone with at least **2 years' experience in the space or aerospace industry, in project management and/or quality management,** with a very **good level of English** (minimum B2).

Your main responsibilities/activities will be:

- **Support the project governance and methodologies:**
  - Train and advise stakeholders on project management tools and methodologies,
  - Contribute to maintain up to date the project management plan (PMP),
  - Support the project governance processes (steering committees, validation, milestones, maturity gates),
  - Ensure quality control of project milestones.

- **Support the project monitoring:**
  - Consolidate project schedule,
  - Support the workload, costs, and risk monitoring,
  - Track on-time delivery of deliverables by sending reminders to deliverables responsible and by collecting information to anticipate any delay in deliveries,
  - Raise alerts in case of deviations (timelines),
  - Contribute to preparing project progress meeting and draft minutes of meeting,
  - Contribute to preparing steering committee meetings and draft minutes of meeting,
  - Contribute to preparing milestone organization notes and draft minutes of meeting,
  - Monitor periodically actions status,
  - Keep the project's document-sharing space up to date.

- **Support the reporting and communication:**
  - Produce project dashboards (progress, KPIs, risks),
  - Contribute to Monitoring performance indicators (time, budget, quality, risk).
  - Contribute to ensuring effective communication between stakeholders.

- **Support the change control board**



- Collect the change request / request for waiver / request for deviation,
- Control the change request / request for waiver / request for deviation,
- Prepare change control board and draft minutes of meeting,
- Track change request / request for waiver / request for deviation closure status.

PROFILE:

- Strong organizational skills, attention to detail, and an analytical mindset,
- Excellent interpersonal and communication skills,
- Strong ability to synthesize information,
- Aptitude for cross-functional coordination,
- Ability to effectively manage priorities,
- Very good level of English (B2–C1).
- Proficient in project management tools (MS Project, Genius, advanced Excel, Power BI, ...),
- Good knowledge of project methodologies: Agile, Waterfall, PMP, ...),
- Budget management, planning, and risk management expertise.

JOB REQUIREMENTS:

At least 2 years of experience in the space or aerospace industry, in project management and/or quality management.
Engineering degree or equivalent
Experience in international context (European)



Human Resources information:

- **1st interview** is held by **the direct manager** of the position you applied for (technical interview)
- **2nd interview** is held by **HR department**

Element of package of remuneration:

- **Variable**: bonuses based on objectives
- **Profit-sharing**
- **Teleworking**: up to 2 days/week
- **Tickets Restaurant** (card) & **Family Health insurance**
- **Sustainable Mobility Package:** Home/Office travels reimbursement if car sharing or bicycling
- **Reimbursement of 75% of public transport**

Please send your application file only by e-mail to the following address: **recrut@essp-sas.eu**

Job Location: Toulouse (France)

Type of Contract: Full time / Permanent

ESSP is committed to cultural diversity, gender equality and the employment of disabled workers.