## VACANCY ANNOUNCEMENT

## -JUNIOR CONTRACT ADMINISTRATOR-

# WHO ARE WE?

[PPMI](http://www.ppmi.lt/) is an independent research institute that conducts policy analysis for public sector clients, both domestic and EU. More than 4/5 of our work is awarded to us by the EU institutions (European Commission, European Parliament, EU agencies). We rely on 50+ in-house analysts and a wide network of affiliated foreign experts and sub-contractors to deliver our work.

Above all we take pride in our professionalism, and we rely on collaboration, curiosity and happy office environment – if these resonate well with you, we want to hear from you!

**successful candidate**

The successful candidate will have:

* a completed **Bachelor’s degree**;
* administrative experience;
* **proficiency in English** and Lithuanian, as well as IT literacy;
* strong organisational skills and orientation to detail;
* ability to meet deadlines, prioritize assignments, juggle multiple tasks;
* **willingness to learn** and take up new challenges.

# Working at PPMI

You should expect a fast-paced and dynamic environment, where the ability to work in teams and individually go hand-in-hand. We offer:

* a “Happy Office” environment that allows you to grow personally and professionally;
* support from senior colleagues/mentors;
* non-financial benefits;
* a competitive salary commensurate with experience.

# Job description

The Junior Contract Administrator will provide administrative support to:

* coordination and management of large-scale contracts lead by PPMI;
* preparation of the required documentation (such as contracts, official letters, reports);
* contribution to various other internal initiatives and projects aimed at improving our organisation.

# APPLICATION

Applications should be submitted to [**careers@ppmi.lt**](mailto:careers@ppmi.lt) **by June 30, 2016** (in English or Lithuanian) and include the following:

* a letter of motivation;
* a Curriculum vitae (CV);
* optional: reference letter(s).

Additional information about PPMI can be accessed (EN) on our website <http://ppmi.lt/>.