**European Consulting Group** is an international consulting and recruitment enterprise successfully operating from Belgrade, Serbia, since its establishment in 2001. We are engaged in the implementation of IFI-funded projects in the public sector throughout the region of the Western Balkans and wider. ECG covers a broad range of sectors such as Health, Justice, Employment and Vocational Education, amongst others. *For more information on ECG, nominated for Best Employer 2013 with the Serbian association of managers, please view our website* [*www.hd-ecg.com*](http://www.hd-ecg.com) *and stay informed about our projects through our* [*Linkedin*](http://www.linkedin.com/groups/ECG-Technical-Assistance-Projects-4829624?gid=4829624&trk=hb_side_g) *Group,* [*Facebook*](https://www.facebook.com/ecgprojects) *page,* [*Twitter*](https://twitter.com/ECG_EU_Projects) *account, and* [*Youtube*](http://www.youtube.com/channel/UC-zt_NwXyn7V-sNtuI-1ClQ) *channel.*

We are currently on the lookout for qualified individuals who would like to join our dynamic team of professionals at the positions of:

**BUSINESS DEVELOPMENT ASSISTANT / JUNIOR BUSINESS DEVELOPMENT MANAGER**

Successful candidates will be chosen between applicants who fulfill most of the following requirements:

* **A degree in Business Administration, Economics, Organizational Science, or similar,**
* **Basic project management experience gained in EU funded projects (IPA) or similar,**
* **Understanding of the public sector advisory work,**
* **Advanced IT skills,**
* **Good research capacity,**
* **Good communication skills and positive disposition,**
* **Project Management courses will be considered an asset.**

These positions require from candidates to ensure that all the tasks assigned to them by senior managers are completed accurately and within scheduled deadlines, within the allocated budgets and to the required standard of workmanship and quality. Additionally, knowledge of the Practical Guide to Contract Procedures for EU External Actions will be appreciated, while the ability to work cohesively in a team environment and to use initiative must be demonstrated. We are seeking individuals who have strong customer focus, excellent communication and good writing skills. It is anticipated that the selected candidates will have good command of following the pipeline and process control, and share the company's commitment to quality control, teamwork and company values, which are ACCURACY, EFFICIENCY, AGILITY, PROFESSIONALISM, and CULTURAL EXPERTISE.

In order to apply, please follow the directions provided below. Shortlisted candidates will be contacted for an interview.