



Keysight Job Offer

Job Title: Project Manager in Technology Innovation and Administration

Work Location: Linz, Austria

Employment Program: ITW

About Keysight:

Keysight is on the forefront of technology innovation, delivering breakthroughs and trusted insights to the world's visionaries and innovators in electronic design, test, manufacturing, and optimization. Our ~15,000 employees create world-class solutions in wireless communications, 5G, automotive, quantum, aerospace, defense, and semiconductor markets for customers in over 100 countries.

We're [recognized as a Great Place to Work](#) across the globe due to our robust culture and dynamic working environment. Our global team acts as "One Keysight," using collaboration, inclusivity, and integrity to advance technology. We're driven and curious, and we value all ideas, especially bold ones. And our strong culture extends far beyond our own walls. We leverage our [corporate social responsibility framework](#) to support our communities, nurture the next generation of engineers, and promote environmental sustainability. Our technical solutions – and our methods for creating them – help connect and secure the world. Learn more about [what we do](#) and [how we do it](#).

About the Job:

We are seeking an individual with administrative expertise to facilitate and oversee EU-funded projects within the energy and battery testing sector, as part of the Horizon Europe program. This role demands a keen focus on the preparation and management of financial reports, along with ensuring alignment within the EU project consortium. The successful candidate will also be responsible for the meticulous planning and execution of EU project meetings and events, in addition to accommodating Keysight visitors at our site in Linz.

Moreover, this position entails the comprehensive management of project communications and correspondences across several EU initiatives, encompassing both written (via emails) and verbal (in weekly team calls) formats. The role requires assistance in the creation and upkeep of essential project documentation and reports for a variety of EU projects. Collaboration with both internal team members and external partners is vital to realize the technological objectives of these projects.

Furthermore, proficiency in Keysight Linz office management is imperative, including administrative coordination and reporting within Keysight. Assistance in managing

Keysight Austria's country management, aligning with external authorities (such as the office building administration, occupational safety, and adherence to governmental guidelines), is also essential for this role.

About the Team:

Our Linz site comprises a compact team of researchers and engineers, functioning as integral partners and professionals within the broader global Keysight network. This collaboration extends to our connection with EU project partners, emphasizing our commitment to excellence and teamwork in a global context.

Responsibilities:

- Administrative support in coordinating and managing EU funded projects in the field of energy & battery testing in the Horizon Europe program, with a focus on financial reports and EU project consortium alignments.
- Assistance in planning and organizing EU project meetings and events; hosting of guests to Keysight.
- Management of project communication and correspondence within several EU projects (written via emails and oral in weekly team calls).
- Support in creating and maintaining project documents and reports for the various EU projects.
- Collaboration with various internal team members and external partners to achieve technological project goals.
- Keysight Linz office management including administrative coordination and reporting within Keysight Technologies
- Keysight Austria country management assistance, including alignment with external authorities (office building, occupational safety and guidelines from the government)

Required Qualifications:

- Bachelor's Degree in a Technical Field (e.g., engineering, computer science, IT) with proven Project Management skills; or a Degree in Business Management/Project Management or a related field coupled with a strong technical understanding.
- Excellent communication skills in English, both verbal and written.
- Proficiency in common office software and tools (MS Office), with familiarity in Concur/finance being advantageous.
- Ability to collaborate effectively within a team, demonstrating flexibility, and a keen interest in ongoing personal development in either administration or technology.
- Strong organizational skills, adept at managing multiple tasks simultaneously with precision.

Nice to have Qualifications:

- Previous experience in technical project management, particularly in EU projects, is highly desirable.
- Professional certifications in project management, such as Project Management Professional (PMP) or Certified ScrumMaster (CSM), is a plus.
- Software skills are advantageous.

What we offer:

Keysight offers a competitive benefits and salary portfolio that meets the needs of our employees and rewards those who are successful in our high-performance environment. We also offer development and growth opportunities in project management, work-life integration, and programs to help you support your community, plus the opportunity to publish and present in the international battery research community.

In addition to Keysight's key global benefits, we offer an excellent combined benefits/compensation package that includes:

Flexible work program, insurance options, monetary benefits (employee stock purchase plan, variable remuneration), and internal training.

Keysight is an Equal Opportunity Employer

Keysight Technologies Inc. is an equal opportunity employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, disability or any other protected categories under all applicable laws.

Please apply to the job via LinkedIn:

<https://www.linkedin.com/jobs/view/3842179900/>