



## EU Project Managers (Code: PM2205\_sm)

### Introduction

EXELIA develops and deploys innovative solutions for research, interregional cooperation, and vocational training. The company launches and coordinates -EU-funded project proposals and develops research results & prototypes into innovative products & services for its clients. EXELIA coordinates and/or implements technical work as project leader or partner in Erasmus+, Interreg and Horizon 2020 projects. **We are looking for project managers to join our growing team, on inhouse or external basis, to manage EU-funded projects in the areas above.**

### Role

As a project manager in EXELIA, you will have the opportunity to work with major European companies, research organisations, universities and administrations from across the EU. You will be part of an international, experienced, result-driven team that works in a collaborative way with emotional intelligence and a sharing culture. Your role will be to represent the company and to manage the implementation of international contracts of research and territorial cooperation projects. Day-to-day tasks may include a combination of the following:

- Coordinating contract implementation ensuring adherence to quality standards & programme rules
- Communicating with partners and organising work meetings, workshops, and dissemination events ensuring timely production of deliverables
- Communicating with and report to funding authorities on project activity and financial progress
- Coordinating with external stakeholders to ensure the implementation of project work
- Developing, contributing to, and assuring completion of project deliverables and actions
- Contributing to the setting up of new collaborations in conjunction with the business development team.

### Needed requirements

- University degree
- Excellent communication, presentation, and drafting skills
- Strong organizational, planning and project management skills
- Fluency in both English and Greek (spoken and written)
- Ability to deliver under strict deadlines and to manage tasks and deliverables within schedule.

### Good to have

- 1+ years of experience in a relevant occupation [NB: These vacancies are available at different levels of experience]
- Areas of expertise: business administration/management, environmental science/engineering, mining engineering
- Previous experience in EU funded programmes and/or deliverables writing for EU funded projects
- Understanding/knowledge of project related financial rules and procedures.

### Offered

- Competitive salary with benefits and bonus scheme (applying progressively)
- Continuous learning, smooth induction scheme with training materials, and constant guidance
- Career growth opportunities
- Possibility for hybrid onsite and remote working (conditions apply)
- Private health & life insurance scheme.

If you are interested, please send your CV and cover letter by quoting the vacancy code to: [jobs@exelia.gr](mailto:jobs@exelia.gr)

Please note that only shortlisted candidates will be contacted.