



Operations Administrator

(Code: OA2205_sm)

Introduction:

EXELIA develops and deploys innovative solutions for research, interregional cooperation, and vocational training areas. The company launches and coordinates EU-funded research 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 a full-time colleague to join our growing team.**

Role:

As an operations administrator, you will have the opportunity to be part of an international, experienced, result-driven team that works in a collaborative way with emotional intelligence and a sharing culture. Your day-to-day tasks are likely to include a combination of the following:

- Ensuring compliance with corporate processes and appropriate use of company tools
- Managing and maintaining corporate data libraries and documentation
- Playing a pivot role in the planning of the company work, overseeing and aggregating input from all company areas
- Managing office functions, liaising with service providers and ensuring completion of relevant tasks
- Contributing to legislative compliance
- Ensuring/coordinating outgoing and incoming communication and follow up
- Contributing to fact-finding, documentation, collection of data in project and proposal work
- Working with online platforms and tools such as Google forms, online questionnaires, web services
- Overseeing and coordinating translation work and maintaining our translation library to ensure consistency and streamlining of the translation processes.

Needed requirements:

- University degree
- Strong organisational and planning skills
- Advanced MS Office skills
- Fluency in both English and Greek language (spoken and written)
- Ability to deliver under strict deadlines, ability to manage tasks and deliverables within schedule.

Good to have:

- 1+ years of experience in a relevant position
- Experience in EU-funded programmes, primarily in territorial cooperation or Education & Training.

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
Please note that only shortlisted candidates will be contacted.