



EU Project Manager (Code: PM2209)

Introduction

EXELIA develops and deploys innovative solutions for research, interregional cooperation, and 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 Europe projects. **We are looking for full-time, in-house project managers to join our growing team and to contribute to the management of EU-funded projects, with particular focus to Interreg and Horizon Europe programmes.**

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 in relevant disciplines (e.g. mathematics, physical and chemical sciences, environmental sciences, environmental engineering, economy- and business-related fields) or equivalent professional experience
- 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

- Previous experience in EU funded programmes and/or deliverables writing for Interreg and/or Horizon 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

Please note that only shortlisted candidates will be contacted.