



Operations Administrator (OA23-1)

About EXELIA:

EXELIA launches and implements innovative projects for the Erasmus+, Interreg, and Horizon Europe programmes. In this context, it develops and deploys innovative solutions for research, interregional cooperation, and vocational training, often conducting technical work as project leader or partner.

What we are looking for:

We are looking for an Operations Administrator to join our growing team, on in-house basis, to assist in the coordination and management of company operations and resources. 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:

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

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 and ability to manage tasks within schedule.

Good to have:

- 1-3 years of experience in a relevant position
- Experience in project planning platforms and online tools is a plus
- Familiarity with EU-funded programmes, primarily in territorial cooperation or Education & Training areas.

Offered:

- Competitive salary with benefits
- Continuous learning, gradual induction scheme and constant guidance
- Career growth opportunities & friendly and collaborative working environment
- Possibility for hybrid onsite and remote working (conditions apply)
- Private health and life insurance scheme
- International environment (more than 80% of clients and collaborating entities are from abroad).

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.