



Project Manager for EU-funded projects (PM23-1)

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 a Project Manager to join our growing implementation team, on in-house or external basis, to manage and lead EU-funded projects in the areas of circular economy, green energy, and digital innovation, delivering high quality services to partners and clients. As a Project Manager in EXELIA, you will have the opportunity to work with leading EU companies, public administrations, research organisations, and universities from across Europe. You will be part of an international, experienced, result-driven team that works in a collaborative way with emotional intelligence and a sharing culture. Day-to-day tasks will likely include a combination of the following:

- Coordinating the management and delivery of contracted services, project tasks, and deliverables in a cost-effective and timely manner according to programme authorities' procedures and internal quality provisions
- Cooperating with clients and partners to problem-solve and cultivate relationships
- Communicating with and preparing project and financial progress reports for programme authorities
- Organising work meetings, workshops, and dissemination events
- Drafting project deliverables.
- Expanding the company's network of partners and clients by working together with the Business Development team.

Requirements

- Bachelor and MSc or MA in business, engineering, science, education or other relevant fields
- At least 3 years of prior experience
- Excellent communication, presentation, and writing skills
- Strong organisational, planning, and project management skills
- Fluency in both English and Greek (spoken and written)
- Ability to deliver under strict deadlines and to multitask within schedule.

Good to have

- Experience in EU-funded programmes, ideally in Erasmus+, Interreg, and Horizon Europe
- Proven research experience in a socio-economic/engineering/environmental field
- Able to work with minimum supervision both independently and as a part of a team.

Offered

- Competitive salary with benefits and bonus scheme (applying progressively)
- Continuous learning, gradual induction scheme with training support 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.