



Project Manager - EU funded projects (French Speaking) (Code: PMF2407)

About EXELIA:

EXELIA is a fast-growing company that develops and deploys innovative actions for research, interregional cooperation, and training. The company launches and coordinates EU-funded project proposals helping turn research results & prototypes into innovative products & services for its clients. Technical innovation and policy transfer are essential parameters of our work. EXELIA coordinates and/or implements technical work as project leader or partner in Interreg, Horizon Europe and Erasmus+ projects. **We are seeking one (1) full-time, on in-house or external basis, project manager to join our growing team developing new projects & deliverables in territorial cooperation, education and training.** This role will require proven verbal and written fluency in French language.

Core functions / Role

- Implementing, adapting and delivering project tasks and deliverables following company instructions, programme authorities' specifications and internal quality provisions
- Cooperating with clients and partners to promote cooperation and maintain relationships
- Organising work meetings, workshops, and dissemination events
- Expanding the company's network of partners and clients by working together with the Business Development team.

Requirements

- Bachelor degree in humanities, science or related fields. Graduate studies will be positively considered
- At least 3 years of work experience. Lengthier experience is welcome and would be considered an advantage
- Proven verbal and written fluency in French language. Adequate grasp of English and Greek language is also needed
- 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
- Able to work both independently and as a part of a team.

Offered

- Permanent, full time position
- Competitive salary and benefits package
- Opportunity to work with a very competent, innovative team within the consulting industry
- Room for growth and advancement within the organization
- Opportunity to work with cutting-edge organisations and companies from across Europe.

If interested, please send your CV and cover letter by quoting the above vacancy code to: jobs@exelia.gr

Please note that only shortlisted candidates will be contacted.