



Management Consultant - EU funded projects (Code: MCE2409)

[Background: Science, Environmental, Economics & Physics or other relevant business/policy fields]

Location: Chalandri, Athens, Greece

Type of appointment: Full time

About the company

EXELIA is a fast-growing company that 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. 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, in-house management consultant to join our growing team developing new projects & deliverables in territorial cooperation, education, training and research innovation.**

Core functions / Role:

The management consultant's responsibilities involve drafting reports and/or project proposals, as per the company's contractual and developmental needs. The selected collaborators should be capable to draft bids, studies, surveys, analyses, policy action plans, needs and requirement analyses, educational resources, etc. Day-to-day activities include a combination of the following items (senior applicants are anticipated to work independently, while junior ones receive guidance from experienced colleagues):

- Contribute to the research design of the project deliverables and proposals to match available funding programme requirements
- Design data collection (e.g. questionnaires, case studies) and conduct statistical & content analysis
- Draft deliverables relying on the empirical research carried out
- Explain and analyse complex concepts destined for decision makers in a structured, clear and precise language
- Contribute to the management of R&D projects, coordination of European consortia, and reporting to funding authorities.

Candidate profile:

- University degree in relevant disciplines. A PhD will be considered a strong asset.
- At least 2 years work experience in a relevant function. Greater experience is welcome and would be considered an advantage
- Excellent written skills in English and Greek
- Ability and inner interest to learn new subject matters and to acquire new knowledge
- Ability to prioritise, organise and process large amounts of complex information under short deadlines.

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 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.