

Location: Chalandri, Athens

Type of appointment: Full time

The company:

EXELIA develops innovative projects for research and investment activities, interregional cooperation, and vocational training. The company launches and coordinates EU-funded project proposals and carries out policy analysis and empirical research for its clients. Technical innovation and policy learning are essential parameters of our work. We coordinate and implement technical work as project leaders or partners in Interreg, Horizon Europe, Innovative investments and Erasmus+ projects.

EXELIA seeks to recruit one (1) full-time, in-house Data Analyst to join our team.

Main functions - role:

- Collect, monitor, and analyse intelligence related to EU funding programmes, call topics and consortium landscapes, to support strategic positioning and business development.
- Develop and maintain dashboards, reports, and other data instruments to communicate relevant evidence and insights to internal stakeholders.
- Formulate budget constraints derived from the analysis to co-shape project budget plans.
- Collaborate with the financial, the project management and the research team to identify strengths, gaps, and improvement opportunities in proposal development and project delivery processes.

Minimum requirements:

- University degree(s) in Economics, Mathematics, Business Administration, or other quantitative-related fields.
- English language proficiency.
- Strong analytical and problem-solving skills - MS Excel power user.
- Highly organised, able to multi-task, and detail oriented.

We offer:

- Salary range: 1,200-2,300 €

Individual salary offers will be made based on each candidate's background, skills, and relevant experience..

- Permanent, full-time positions.
- Opportunities for significant career development.
- A collaborative team with a sharing culture, and a collective way of working.
- The opportunity to work with major companies, research organisations and administrations from across the EU.

Please note that this position is open only to candidates residing in Athens. The selection process also takes place on-site in Athens.

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

Only shortlisted candidates will be contacted.