

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 Project Manager to join our team.

Main functions - role:

The day-to-day activities include a combination of the following:

- Monitor and steer consortia of territorial cooperation projects.
- Communicate and negotiate effectively with all project value chain stakeholders.
- Ensure cost-effective budget implementation and project reporting.
- Coordinate and organise project meetings, conferences, events, project dissemination and travels.
- Ensure quality performance and compliance with funding programme rules and contracts.
- Draft project deliverables in collaboration with other coworkers.

Minimum requirements:

- Minimum of 3 years of project management experience.
- University degree and postgraduate qualification.
- Experience in EU funded programs.
- Excellent oral and written communication skills in English.

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.