



**Senior Project Manager / Project Manager (EU funded projects)
Engineering, Sciences, Environment, Economics or Social Sciences majors
(Code: SPM/PM-EU-08-2020)**

Introduction:

We are looking for project managers to join our growing team and contribute to the management of EU funded projects in territorial cooperation / education & training / research & innovation areas.

Role:

Represent the company and manage the implementation of international contracts of research and territorial cooperation projects worth 0.5-2 million Euros. Day-to-day tasks include a combination of the following items (with senior PMs being able to manage and lead independently while PMs would be working with the support and guidance of an experienced colleague):

- Coordinate contract implementation ensuring adherence to quality standards & programme rules.
- Be in charge of communication with partners and organise work meetings, workshops, dissemination events ensuring timely production of deliverables.
- Communicate with and report to funding authorities on project activity and financial progress.
- Coordinate with internal and external contributors to ensure the implementation of project work.
- Develop or contribute to project deliverables and actions.
- Contribute to the setting up follow up projects collaborating with the business development team.

Candidate profile required:

- 3+ years of experience for Project Manager or 5+ years of experience for Senior Project Manager.
- University degree and postgraduate qualifications.
- Experience in EU funded programmes, ideally for territorial cooperation or Education & Training or proven experience with service and/or knowledge industries.
- Excellent communication skills in English.
- Knowledge of project related financial rules and procedures will be considered a substantial asset.
- Team player, organised, flexible and able to multi-task.
- Detail-oriented, focused, reliable, capable of taking initiatives.

Offered:

- Competitive remuneration.
- Permanent, full time position.
- Opportunities for significant career development and coordination functions in a growing company.
- Work in a growing, creative and rewarding small business environment.
- Collaborative team, sharing culture, engagement in a collective way of work.
- Work with major companies, research organisations and administrations from across the EU.
- Frequent (post-covid) international travelling (4-8 trips per year).
- Private medical & life insurance scheme.

CV and cover letter by quoting vacancy code to: info@exelia.gr