

Vacancy for internship in the field of Operation Management (Ref: IntOA-02 2014)

The company

PROMEA is specialized in R&D administration and in providing project management and quality assurance services for R&D European Commission supported projects in the area of information technology and energy efficiency.

Our services

- ✓ Identification of EU funding opportunities
- ✓ EU project proposals drafting
- ✓ Project management services, administrative and technical coordination support
- ✓ Desk and field research / surveys planning and implementation
- ✓ Organisation of project events and promotional activities (conferences, workshops, seminars, etc).

Position open

We are currently looking for a student or recent ATEI/AEI graduate (up to two year since graduation) for three to six months internship who should have:

- Excellent MS Office knowledge (Word, Excel, PowerPoint)
- Good command of the English language
- Good IT skills (for basic PC maintenance, installation tasks)
- Strong sense of organisation, proactiveness and timely response
- Good numerical skills
- Strong learning attitude & team spirit.

Job description

- Monitor and maintain (mostly IT) office equipment by carrying out preventive maintenance; troubleshooting failures
- Support management and administrative tasks
- Support colleagues in research tasks for EU project activities (e.g. create and update databases such as mailing lists, contact lists and client information, type documents, reports and correspondence, data entry in CRM & on line tools etc.)
- Perform out of office tasks such as post office, bank, etc.

Job opportunity

- Work in a creative and rewarding small business environment
- Experience in a variety of innovative fields
- Work with major international knowledge organizations
- Opportunities for employment and career development
- Remuneration package based on payment regulations of internships.

The selected candidate will be assigned interesting tasks under the supervision of experienced colleagues and in conjunction with his/her experience, studies and capabilities. Conditional upon the progress and response of the trainee, more complex and autonomous tasks will be assigned. At the end of the internship, the trainee is expected to gain work experience in a variety of fields in a professional out-ward looking business environment. Interns will be evaluated and eventually provided with recommendation letter, while successfully evaluated internship may lead to internship extension or to full time position offer.

Contact details

If you are interested in this vacancy, please send your CV to jobs@promea.gr by indicating the Ref Code on the subject.