

Project Manager - EU funded projects (Code: PM2409)



Background: - Social Sciences or other relevant business/policy fields
- Ukrainian language fluency

ABOUT THE COMPANY

PROMEA is a non-profit entity, primarily active in the field of lifelong and adult education across the EU. Its work promotes inclusion, innovation, competitiveness, and environmental awareness. PROMEA has approximately 35 collaborators and currently manages/participates in 35+ European projects. 75% of the company turnover comes from international sources. We focus on contributing towards the development and strengthening of knowledge society in Greece and in Europe. We are seeking one (1) full-time, in-house project manager to join our team developing new projects & deliverables in territorial cooperation, education, training and research innovation.

RESPONSIBILITIES

As a project manager in PROMEA, you will have the opportunity to work with major European companies, research organisations, universities, and administrations from across the EU. You will be part of an experienced, result-driven team that works in a collaborative way with emotional intelligence and a sharing culture. Your role will be to represent the company and manage the implementation of international contracts of research and territorial cooperation projects. Day-to-day tasks may include a combination of the following:

- Coordinating with external stakeholders to ensure the implementation of project work
- Communicating with partners and organising work meetings, workshops, and dissemination events ensuring timely production of deliverables
- Communicating with and reporting to funding authorities on project activity and financial progress
- Understanding the project purpose and content in depth and actively pursuing and achieving a strong project impact
- Developing, contributing to, and assuring completion of project deliverables and actions
- Contributing to the setting up of new collaborations in conjunction with the business development team.

NEEDED REQUIREMENTS

- University degree in relevant disciplines
- Fluency in both English and Ukrainian (spoken and written). Good knowledge of Greek
- Proven work experience in a relevant function would be considered an advantage
- 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.

OFFER

- Competitive salary and benefits package
- Permanent, full-time positions
- 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@promea.gr

Please note that only shortlisted candidates will be contacted.