

## Data Analyst (Code: DATAN2309)

**Location:** Chalandri, Athens, Greece

**Type of appointment:** Full time



### COMPANY PROFILE

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 seek a Data Analyst to maintain the company's databases and further implement strategies that ensure the statistical efficiency and quality of our data systems.

### RESPONSIBILITIES

- Collects and analyses data related to company's internal corporate processes, and to the optimisation of the resource allocation of future projects, as well as to identify patterns, trends, anomalies and potential risks related to the above areas
- Develops and maintains dashboards, reports, and other data instruments to communicate relevant evidence and insights addressed to collaborators and stakeholders
- Collaborates with company teams to allocate resources and to identify areas of improvement and recommend solutions on project management and financial reporting issues
- Conducts ad-hoc data analysis to support ongoing business development initiatives and projects
- Formulates budget constraints derived from the analysis to co-shape project budget plans
- Maintains a thorough understanding of EU program requirements in proposal-related analysis and preparation.

### CANDIDATE'S PROFILE:

- Bachelor's degree in quantitative related discipline (such as mathematics, engineering, accounting, economics, etc.)
- 2 years of professional experience in a relevant function
- Solid grasp of MS Excel
- Master's degree will be considered an asset.

### NEEDED REQUIREMENTS:

- Agile, motivated and target-driven with strong initiative and ambition
- Strategic, analytical and critical thinking
- Effective communication and cooperation skills
- Excellent written and oral command of the Greek and English language.

### GOOD TO HAVE:

- Previous experience in EU funded programmes and/or deliverables
- Exposure - familiarity with financial analysis.

### OFFER:

- Competitive salary and benefits package
- Opportunity to work with a very competent, innovative team within the consulting industry
- Chance to make a real impact on the company's financial success
- 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](mailto:jobs@promea.gr)**

**Please note that only shortlisted candidates will be contacted.**