

Senior EU Project Manager (Code: SENPM2310)



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 are looking for full-time, in-house project manager to join our growing team and to contribute to the management of EU-funded projects, with particular focus to Interreg programmes.

RESPONSIBILITIES

- Coordinating contract implementation ensuring adherence to quality standards & programme rules
- Communicating with partners and organising work meetings, workshops, and dissemination events ensuring timely production of deliverables
- Communicating with and report to funding authorities on project activity and financial progress
- Coordinating with external stakeholders to ensure the implementation of project work
- Understand the project purpose and content in depth and actively pursue and achieve 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.

CANDIDATE'S PROFILE:

- University degree in relevant disciplines
- 2-4 years of work experience in a relevant function
- Excellent communication, presentation, and drafting skills
- Strong organizational, planning and project management skills
- Fluency in both English and Greek (spoken and written)
- Ability to deliver under strict deadlines and to manage tasks and deliverables within schedule.

GOOD TO HAVE:

- Understanding/knowledge of project-related financial rules and procedures
- Strategic, analytical and critical thinking.

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

Please note that only shortlisted candidates will be contacted.