

Project Manager– EU funded projects



Location: Chalandri, Athens

Job type: Permanent, full-time position

The position requires residence in Athens and the selection process takes place only in person in Athens. Applicants are expected to be personally present in our offices during the selection process.

PROMEA is a strategic partner for European public administrations, knowledge organisations, economic actors, and civil society stakeholders. Our key focus areas of work include policy adaptation to climate change, innovation, transformative investment policies, competitiveness, inclusion, environmental awareness, and vocational training on climate crisis policies. PROMEA conceives, develops and coordinates the implementation of European projects to address these challenges, linking knowledge, policy, training and business organisation.

Job description:

The role involves managing EU-funded projects especially in the fields of energy, climate change and new technologies.

Day-to-day tasks include:

- Oversee and coordinate the implementation of territorial cooperation and EU-funded projects within international consortia.
- Engage and collaborate with project partners, funding authorities, and other key stakeholders, ensuring effective communication and negotiation throughout the project lifecycle.
- Plan, organise, and support project meetings, workshops, conferences, dissemination activities, and travel arrangements.
- Contribute to the preparation of project outputs, reports, and deliverables.

Candidate profile:

- At least **2 years of proven experience managing EU-funded projects.**
- A Bachelor's degree. A Master's degree will be considered an asset.
- Excellent oral and written skills in English.
- Strong organisational skills with the ability to manage multiple projects and deadlines simultaneously.

Offered:

- Competitive salary and benefits package.
- Substantial learning, personal and professional growth.
- Career development opportunities and growth within the organisation.
- Opportunity to work with (and learn from) experienced senior colleagues and cutting-edge knowledge organisations and businesses from across Europe.

Salary range: 1,200-2,300 €

Individual salary offers will be made based on each candidate's background, skills, and relevant experience.

Did we spark your interest? More information on our projects?

Take a look at our website: <http://www.promea.gr> and send us your motivation letter and CV: jobs@promea.gr

Please note that only shortlisted candidates will be contacted.