

## EU Proposal Writer – Athens

### Description

The appropriate candidate will be an integral part of the European Projects team and will be responsible for producing clear, concise, accurate, and compliant responses to Calls for Proposal regarding EU programs such as Erasmus+KA2, Erasmus+KA3, HORIZON, EuropeAid, INTERREG etc. for educational, IT, Engineering and other services. The Proposal Writer will work across all levels of proposal such as proposal writing, consortium building, methodology, project organization etc., while producing critical content.

### Responsibilities

- Works directly with the Head of European Projects team to identify required content for responses.
- Drafts clear and accurate responses to fulfill the call requirements.
- Organizes material and completes all writing assignments in a timely manner.
- Helps in building the consortium of partners.

### Necessary Prerequisites

- Experience in preparing proposals, writing or implementing projects funded by the European Union.
- University Degree or MSc holder (preferably in Political Sciences/Engineering/Economics or other relevant field).
- Excellent written and spoken English language skills.
- Excellent computer skills and MS Office skills.

### Required Skills

- Strong organizational skills and team coordination.
- Excellent communication skills.
- Method and attention to detail.
- Ability to work under pressure and meet strict deadlines.

### Job Benefits

- Competitive remuneration package.
- Opportunity for professional development in a dynamic and constantly evolving environment.
- Excellent conditions of cooperation.
- Pleasant and modern working environment, which encourages team spirit, cooperation and continuous learning.

### Contacts

If you are interested in the mentioned position in Athens, please feel free to send you CV.

### Hiring organization

Eurotraining

### Job Location

Athens

### Date posted

19 Δεκεμβρίου 2023