

## EU Project Implementation – Athens

### Description

The right candidate will be an integral part of the European Projects team and will be responsible for implementing large-scale projects funded by the European Union. He/She will be responsible for the organizing and implementing EU programs such as Erasmus+KA2, Erasmus+KA3, AMIF, HORIZON, ENI CBCMED, INTERREG etc. In particular, this job often requires a few days travel abroad, due to meetings for the respective projects.

### Responsibilities

- Project management and implementation.
- Organizes material and completes all writing assignments in a timely manner.
- Works directly with the Senior Manager to identify required content for responses.
- Drafts clear and accurate responses to fulfill the projects' requirements.

### Necessary Prerequisites

- 1 to 2 years of experience in preparing proposals, writing and implementing projects funded by the European Union.
- Excellent written and spoken English language skills.
- Excellent computer skills and MS Office skills.

### Required Skills

- Strong organization skills and team coordination.
- Excellent communication skills.
- Methodicality 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 for cooperation.
- Pleasant and modern working environment, which encourages team spirit, cooperation and continuous learning,

### Contacts

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

### Hiring organization

Eurotraining

### Job Location

Athens

### Date posted

19 Δεκεμβρίου 2023