

EU Project Implementation

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

19/12/2024