



EUROTRAINING S.A., a leading Greek Educational Organization www.eurotraining.gr, based in Athens, is seeking professional to cover the following opening:

EU PROJECT IMPLEMENTATION

Ref No (EU/PI)

Job Description:

The appropriate candidate will be an integral part of the bid team. He/She will be responsible for organizing and implementing EU programs, i.e. (Erasmus+, AMIF, HORIZON2020, REC, Europaid, Interreg etc.). Travels of 2-3 days abroad due to project meetings are required for this job position.

Duties:

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

CANDIDATE PROFILE

Required Skills:

- University Degree (preferably in Political Sciences or other relevant field)
- PHD or MSc holder (desirable)
- Experience in proposals' implementation/writing and preparation (desirable)
- Excellent command of the English language (written & verbal)

Personal Characteristics:

- Excellent communication & organizational skills
- Ability to work effectively as part of a team
- Highly self-motivated and methodical, paying attention to detail
- Ability to work under pressure and meet strict deadlines

EUROTraining SA provides a creative, challenging and dynamic environment which encourages team spirit, cooperation and continuous learning.

If you are interested in the above mentioned **position in Athens**, please send your CV quoting the respective **Ref No (EU/PI)** by email at hr@eurotraining.gr

All applications will be treated as strictly confidential.