



**EUROTraining S.A.**, a leading Greek Educational Organization [www.eurotraining.gr](http://www.eurotraining.gr), based in Athens, is seeking professional to cover the following opening:

### **EU Proposal Writer**

#### **Ref No (EU/PW)**

#### **Job Description:**

The appropriate candidate will be an integral part of the bid team. He/She will be responsible for producing clear, concise, accurate, and compliant responses to Calls for Proposal regarding EU programs (Erasmus+, AMIF, HORIZON2020, REC, Europaid, Interreg etc.) and National programs (GSRT, Ministry of Labor etc.) for educational, IT, social and other services. The Proposal Writer will work across all levels of a proposal (proposal writing, consortium building, methodology, project organisation, etc) producing critical content.

#### **Duties:**

- Works directly with the Bid Manager 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

#### **CANDIDATE PROFILE**

##### **Required Skills:**

- University Degree (preferably in Political Sciences or other relevant field)
- MSc holder (desirable)
- Experience in proposals' writing and preparation (EC programs)
- 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, please send your CV quoting the respective **Ref No (EU/PW)** by email at [hr@eurotraining.gr](mailto:hr@eurotraining.gr)

All applications will be treated as strictly confidential.