**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 Project Implementation - Proposal Writer**

**Ref No (EU/PI-PW)**

**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+, FP7, Daphne, Europaid, Interreg etc.). Moreover he/she will be responsible for producing clear, concise, accurate, and compliant responses to EU Calls for Proposal. The Proposal Writer will work across all levels of a proposal (proposal writing, consortium building, methodology, project organisation, etc) producing critical content.

**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
* Builds the consortium of partners
* Drafts clear and accurate responses to fulfill the call requirements

**CANDIDATE PROFILE**

Required Skills:

* University Degree (preferably in Engineering, Political Sciences, Economics 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, please send your CV quoting the respective Ref No (EU/PW) by email at hr@eurotraining.gr

 All applications will be treated as strictly confidential.