**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**

**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.