**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 inPolitical 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.