



Senior Project Manager / Project Manager (Ref: SPM/PM-04 2019)

Digitalis Consult is a management consulting firm, specialized in R&D administration and in providing project management and project implementation services for collaborative R&D projects in the areas of environment, energy, tourism, transport, and information technologies, particularly in European Commission supported projects. Digitalis has a cumulative success rate of over 90% for its proposals in the last 5 years. Over 85% of its client base is from abroad.

Job description:

- Manage independently project reporting.
- Monitor and steer projects' budgets, performance and compliance with funding programme rules and contracts.
- Coordinate and organise collaborators, project meetings, conferences, events and travel.
- Communicate, negotiate effectively and achieve objectives with all project value chain stakeholders.
- Generate project development opportunities and support effectively business development team.
- Contribute in project-related resource allocation, work scheduling, tracking of implementation.
- Contribute in project deliverables implementation, project dissemination actions.
- Contribute in setting up new European project proposals, consortia, and budgets.

Candidate profile:

- 3+ years of experience for Project Manager or 5+ years of experience for Senior Project Manager.
- University degree. A postgraduate qualification will be considered an asset.
- Experience in EU funded programmes, ideally for territorial cooperation or Education & Training.
- Excellent communication skills in English.
- Knowledge of project related accounting and financial procedures.
- Team player, organised, flexible and able to multi-task.
- Detail-oriented, focused, reliable, capable of taking initiatives.

Offered:

- Competitive remuneration.
- Opportunities for significant career development and coordination functions in a growing company.
- Work in a creative and rewarding small business environment.
- Work with major companies, innovative research organisations and public administrations from across the EU.

Job type: Permanent, full time, in the context of a collaborative team.

Location: Athens northern suburbs.

Work hours: Monday to Friday, 9am - 6pm.