



Senior business compliance officer (Ref: BCO-05 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 international.

Job description:

The business compliance officer will coordinate the following activities:

- Coaching collaborators and communicating the company vision on quality and performance.
- Contributing to, complementing and updating of model company processes and rules documentation.
- Enhancing and updating compliance awareness and training documentation.
- Overseeing and guiding collaborators' compliance with company business processes and rules.
- Gathering and aggregation of performance evidence on business compliance.
- Assisting team leaders on business compliance to improve process and output quality.
- Regular reporting to the management and close interaction with all work teams.

Candidate profile:

- 3+ years of relevant experience.
- University degree preferably in engineering, economics, management or project management fields (or equivalent work experience. A postgraduate qualification will be considered an asset.
- Excellent oral and written communication skills in English.
- Proactive, organised, understanding and embracing a thorough small business culture.
- 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.