



# JOB OPPORTUNITY

## **POSITION: CIVIL ENGINEER/ARCHITECT/MECHANICAL ENGINEER AS RESEARCH PROJECT MANAGER**

**We are seeking a highly motivated individual who will work as Project Manager of a H2020 European funded project focused on Energy Efficiency in Buildings.**


### **Job's profile:**

- Manages the assigned project and key deliverables and ensures timely completion of project, within budget
- Primary liaison between the project stakeholders
- Communicates on-going project status, potential issues, and timelines as required
- Plans, organizes, and manages all aspects of the research project
- Organizes and leads necessary team efforts for all facets of the project.
- Consults with staff/leaders to coordinate and monitor efforts, as well as discuss noted technical findings
- Leads and manages the efforts of all key cross-disciplinary groups to perform all project-related activities according to project milestones/timelines
- Maintains communication as required, to discuss the outcome of any identified opportunities and/or barriers to the successful completion of the project
- Contribute to the evaluation and resolution of project issues to meet defined goals and objectives
- Has an overview of project financials in collaboration with the Financial Manager
- Prepares and maintains project execution documentation to include schedules, status reports, deliverables and other key documents.

### **Skills:**

- At least 3-Year experience in Project Management
- Strong capabilities to problem-solving
- Experience leading and contributing to multi-disciplinary teams with multiple partners, organizations, and collaborations
- Demonstrate strong interpersonal skills, written communication, oral presentation skills, and ability to lead group discussions.

### **Candidate must have:**

- Engineering background – Civil Engineer/Architect/Mechanical Engineer, PhD on Energy Efficient Buildings, strong understanding on Materials Science
  - Fluency in English: understanding, speaking, writing in project management
  - Analytically strong and systematic problem-solving mentality and strong teaming abilities
  - Pragmatic and hands-on mentality
  - Experience in project reporting for EU. H2020 or National Projects (or relevant)
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### **What we offer:**

- International working environment
- Early responsibilities within innovation projects
- Opportunity to learn and progress
- Stimulating scientific environment
- A dynamic environment with enthusiastic colleagues
- A high degree of responsibility and independence
- A competitive remuneration package (Depending on relevant background and experience)

### **Application Documentation:**

***Candidates must enclose the following supporting documents in pdf format:***

- Cover letter in English;
- Curriculum Vitae in English;
- Transcripts of all relevant academic degrees;
- At least one recommendation letter.

If you are interested, please apply to the position by sending your candidacy supporting documents at:

[charitidis@chemeng.ntua.gr](mailto:charitidis@chemeng.ntua.gr)

