



"ALEXANDER FLEMING"
Biomedical Sciences Research Center

Call for Expressions of Interest

Project manager, BSRC Fleming

The Biomedical Sciences Research Center 'Alexander Fleming' (www.fleming.gr) is seeking a project manager with a proven track record in management and coordination of National (ΕΣΠΑ) and European research and infrastructure grants.

Candidates must have a MSc or PhD in Science, Business administration, Economics or related fields, strong written and oral communication skills, high organization, management and coordination abilities as well as excellent command of the Greek and English language. A minimum of 3 years of experience in relevant positions is required.

The successful candidate will coordinate and assist the implementation of National, European or International projects in Biomedical Research, as well as Infrastructure projects. Specifically, s/he will act as liaison between the Coordinator and the network partners, coordinate and prepare scientific reports, assist in the preparation of procurement calls and personnel recruitment, compose and disseminate press releases, curate project websites, organize network meetings, and assist Project Coordinators in the preparation and writing of new grant proposals.

Expressions of interest should be sent electronically to gkgrants@fleming.gr. Candidates should email a cover letter outlining their interests and areas of expertise (maximum 1 page long), together with a detailed curriculum vitae, including contact information of two or more referees.

Deadline for expression of interest: May 21st, 2017