



"ALEXANDER FLEMING"
Biomedical Sciences Research Center



HELLENIC REPUBLIC
National and Kapodistrian
University of Athens
—EST. 1837—



Job Advertisement - Research Operations & Grants Manager

We are seeking a highly motivated **Research Operations & Grants Manager** to join our dynamic research team at the **BSRC "Alexander Fleming" Institute**. This role is central to ensuring the smooth day-to-day operation of the laboratory and the efficient administration of research grants, enabling scientists to focus on advancing discoveries in cancer biology and immunotherapy. **Openness will be given to candidates with no prior related experience, provided they demonstrate strong motivation to be trained and to learn.**

Key Responsibilities:

- Oversee daily laboratory operations, including procurement and inventory management.
- Manage and monitor budgets, ensuring compliance with institutional and funding agency requirements.
- Support the online submission of new grant applications and the compilation of all required documentation.

Qualifications & Experience:

- MSc in any field.
- Excellent English language skills (written and spoken).
- Excellent organizational and problem-solving skills.
- Excellent interpersonal and communication skills.
- Demonstrated commitment to long-term engagement.

Expressions of interest should be sent electronically to **Dr. Tsoumakidou** (tsoumakidou@fleming.gr) and should contain a cover letter outlining the candidate's interests and areas of expertise (maximum 1 page long) and a CV with contact information of one referee.

Deadline for expression of interest: 31/10/2025