









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