



## **Assistant Project Manager – Job Description**

**ETME** is looking for an **Assistant Project Manager** for the company's offices in Neo Psichiko, Athens.

ETME is a visionary engineering company with a history of over 45 years in the field of heavy infrastructure and environmental engineering works. It has a proven track record and know-how in all the stages of major engineering works, from initial design to final construction drawings and construction supervision. It has a strong IPR portfolio aiming to provide innovative solutions to the energy and security markets.

### **Employment Type**

- Full-Time

### **Responsibilities**

- Coordinate project activities and communicate with stakeholders
- Monitor project performance
- Assist in project planning
- Update and report on schedule progress, budget, and spending
- Produce project reports and presentations
- Keep risk and quality management records
- Organize meetings and workshops
- Keep minutes of meetings
- Extensive use of Project Management tools including MS Office

### **Requirements**

- Bachelor's degree in Computer Science, Engineering, Business, Management or relative field
- A postgraduate degree will be considered as an additional asset
- Fluent/Proficient English (oral and written)
- Highly organized and strong attention to detail
- Effective interpersonal, communication and analytical skills, collaborative, team player and able to manage competing and/or shifting priorities
- Fulfilled military obligations (for male applicants)

### **Desirable skills & Knowledge**

- Knowledge of EU funded research programs
- Exposure in multinational environments
- Working experience
- PMP and/or PRINCE2 certification

**If you are interested in working with us, please send your CV to [p.chalkioti@etme.gr](mailto:p.chalkioti@etme.gr)**