

BSRC Fleming

Assistant Grants Manager

BSRC Fleming is seeking an ASSISTANT GRANTS MANAGER for National, European or International Biomedical Research projects.

The successful candidate should have a PhD in Biomedical Sciences or related fields, proven writing skills in Greek and English, excellent knowledge of scientific terminology, as well as high organization, management and coordination abilities. The candidate must be highly motivated and able to work independently. Previous experience in Biomedical project management, especially in European Framework Programs, will be considered an asset.

The successful candidate will coordinate and assist the implementation activities for National, European or International projects in Biomedical Research, Infrastructure grants and Public Relations grants. Specifically, s/he will act as liaison between the Coordinator and the network partners, supervise and prepare scientific reports, compose and disseminate Press Releases, curate project websites, organize Network meetings, and assist Project Coordinators in the preparation and writing of new grant proposals.

The position offers competitive remuneration and very good prospects for personal and professional growth in a highly interactive research environment, and is available immediately.

Applicants should email a specific cover letter (1 page maximum) together with a detailed curriculum vitae to grants@fleming.gr. Inquiries can be made to Piyi Papadaki (grants@fleming.gr, tel: +30 210 9656310, ext. 167).