

Job Posting: **Administrator-Project Coordinator**

ProGnosis Biotech S.A., a growing and dynamic organization in the field of biotechnology, is currently seeking a highly motivated and organized individual to join our team in Thessaloniki, Greece as an Administrator-Project Coordinator (full-time). The successful candidate will play a crucial role in managing project resources, schedules, and ensuring that tasks are completed on time and within budget.

Responsibilities:

- Coordinate and manage project schedules, resources, and information
- Monitor project progress and address potential issues
- Liaise with project stakeholders to ensure clear communication and understanding of project requirements
- Develop and maintain comprehensive project documentation
- Assist in the preparation of project proposals, budgets, and financial reports
- Ensure compliance with company policies, procedures, and industry regulations
- Perform various administrative tasks, including managing calendars, preparing meeting agendas and minutes, and maintaining accurate records
- Support the project team with any additional tasks as required

Requirements:

- Bachelor's degree in Business Administration or a related field (preferred)
- Minimum 2 years of experience in project coordination or administration
- Excellent written and verbal communication skills in Greek, English and one more language
- Strong organizational and time management skills
- Proficiency in Microsoft Office Suite, including Word, Excel, and PowerPoint
- Ability to work independently and in a team-oriented environment
- Familiarity with project management software, such as Asana
- Flexibility to adapt to changing priorities and deadlines

What We Offer:

- Competitive salary and benefits package
- Opportunities for professional growth and development
- Collaborative and supportive work environment
- Chance to work on exciting projects and make a meaningful impact

To apply, please send your resume and cover letter to humanresources@prognosis-biotech.com . In your cover letter, please highlight your relevant experience and explain why you are the ideal candidate for this role.

ProGnosis Biotech S.A. is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

We look forward to receiving your application!