

JOB DESCRIPTION

Function: Project Management Division – Procurement Department	Date:
Position: Procurement & NSRF Manager	No. of subordinates:
Immediate Supervisor (position): Project Management Director	

POSITION PURPOSE

Ensure the compliance of all procedures with the NSRF obligations. Act as the reference point regarding the interface of all project's procedures with OPS.

MAIN RESPONSIBILITIES

- Coordinate, organize and implement tenders as per the NSRF (ΕΣΠΑ) prerequisites and standards
- Manage the NSRF (OPS) system from A to Z supporting all departments
- Cooperate with all departments involved
- Analyze inputs and prepare reports on the OPS system
- Examine and test existing contracts
- Track and report key functional metrics to reduce expenses and improve effectiveness
- Collaborate with key persons to ensure clarity of the specifications and expectations of the company
- Foresee alterations in the comparative negotiating ability of suppliers and clients
- Work closely with all departments across the organization

QUALIFICATIONS

- Bachelor's degree in Business Administration or Finance or Engineering
- Experience in NSRF (ΕΣΠΑ) and/or other EU funding program criteria in a relevant position
- Experience in tender procedures
- Very good knowledge of the English language, oral and written

ADDITIONAL QUALIFICATIONS

- Planning and organizing
- Interest in detail
- Tact and diplomacy
- Aptitude in decision-making and working with numbers
- Analytical skills
- Time management skills and the ability to deliver to deadlines