Umate, a Startup in Patras aspiring to change student life in Greek Universities is searching for a Project Coordinator to join our team and contribute to the growth of our venture.

**RESPONSIBILITIES**

* Identify and develop new business opportunities.
* Plan and organize activities to achieve user growth and help company expand.
* Analyze customer/user experience, insight, and feedback, prepare reports and suggest improvements.
* Identify internal process deficiencies and propose solutions
* Ensure proper executions of internal projects and tasks
* Responsible for organizing company events and workshops.
* Develop material for company presentation..

**REQUIREMENTS**

* Bachelor’s degree in a business-related field or engineering.
* Previous professional experience will be an advantage.
* Good knowledge of MS Office, particularly MS Excel.
* Highly self-motivated, proactive, innovative, and flexible.
* Team player, able to collaborate with and motivate colleagues.
* Strong presentation and communication skills.

**WHAT WE OFFER**

* A competitive salary based on experience, education, and skills.
* Flexible remote/office workdays.
* Friendly, pleasant, and creative working environment.
* Possibility of evolution.

Please send your CV by email at ilias@umate.gr or apply via Linkedin.