

Job Title: Project Support Associate

Job Description

THALIS E.S., a subsidiary of Motor Oil Group, aims at sustainable harmonious development and promotes solutions for the transition to a circular economy, addressing climate change and strengthening the resilience of environmental infrastructure. **THALIS E.S.** invests in innovation and the development of new products and services and promotes excellence in production, contributing to the formation of a dynamic environmental market by introducing sustainable organization and management solutions.

We are searching to hire a **Project Support Engineer**, in order to take on the Thalís' projects coordination and execution.

Main Responsibilities

- Collaborates with external design office, supplying technical guidelines in main design aspects and equipment selection during preparation of final plant design documents.
- Collaborates with external design office, ensuring that, selected technical solutions and equipment, comply with project contract.
- Supports Thalís on site team with technical advice, whenever is required, during construction and start-up phase.
- Proceeds with market research to identify the most suitable suppliers, to provide the projects with the required raw materials and equipment
- Collaborates with equipment suppliers – manufacturers for technical clarifications on offered equipment.
- Collaborates with procurement function to cover projects' needs
- Proceeds with orders on approved contracts and fulfill the order cycle in collaboration with the Procurement Section and the warehouse
- Monitors vendors' contracts related with the project, proceeding with their progress supervision
- Supports Plant Project Manager in coordination of project activities and relevant schedules, ensuring the timeline and budget compliance
- Identifies potential risks and issues that may impact the project, working with the project team to develop risk mitigation strategies
- Supports Plant Project Manager on Tracking and reporting project's performance using appropriate tools and techniques, based on pre-defined set of KPIs
- Maintains and manages projects documentation, records, expenses and files

Main Qualifications

- University degree in Mechanical or Electrical Engineering
- Master's degree will be considered an asset
- 3–5 year experience in construction of environmental projects
- Good command of the English language, written and verbal
- Experienced in using the Ace Erp (Εργολήπτης) Software will be considered an asset
- Good knowledge in Microsoft Office Suite and AutoCAD
- Familiarization with materials and equipment integrated in environmental projects (pipes, valves, pumps etc)

Key skills/attributes

- Strong communication and interpersonal skills
- Organizational and time management skills
- Analytical and problem-solving skills
- Accountability and detail-orientation
- Team playing approach and ability to cooperate with various stakeholders from all the hierarchical levels