

Project Management Office Engineer

(Ref. PMO24)

HERACLES Group, Greece's leading company in innovative and sustainable building solutions and a member of HOLCIM, is seeking to recruit a **Project Management Office Engineer**.

With sustainability at the core of our strategy, the "OLYMPUS" is a pioneering project aiming to fulfill our zero carbon commitment. Our goal is the green transformation of our Group's cement production plant in Milaki, Evia, into a net zero carbon facility, utilizing innovative carbon capture technologies.

Based in our Athens Head Offices, you will join our Project Team for this large-scale CO₂ emissions avoidance "**OLYMPUS**" **Carbon Capture project** that will spearhead the decarbonization of energy intensive industries.

OLYMPUS is a flagship project in Holcim's European decarbonization roadmap. It will lead to the development of storage capacity in southern Europe. With a target operational date of 2028, the project aims to capture and store 1 million tons of CO₂ annually. In 2023, the project was selected for a grant from the EU Innovation Fund.

The Role

- Support the Project Manager into all his administrative and technical activities.
- Organize and maintain project data (correspondence / email, technical data, contractual and administrative data), ensuring the proper and timely distribution of information to the appropriate recipients.
- Manage incoming & outgoing project correspondence, prioritize and distribute to the appropriate parties, submit to the Project Director the draft of reply, ensure proper registration and archiving.
- Maintain a log for incoming and outgoing correspondence.
- Ensure that the team (in country and out of country) has access to all information needed.
- Bring innovative solutions in data management.
- Assist in preparing reports, presentations, and other materials for the team.
- Provide support in coordinating project activities and tasks.
- Track and follow up on outstanding tasks, ensuring deadlines are met.
- Organize on site visits for the project team, third parties or management and any external events.

What are we looking for

- University degree in Engineering
- Work experience in similar roles is an advantage
- Proficiency in English, both written and spoken
- Advanced computer skills in MS Office and Google suite and tools
- Familiar with document management system (knowledge of MC Laren would be a plus)
- Team player with strong communication & analytical skills
- Proactive, full of energy and positive attitude towards learning
- Systematic, analytical with attention to detail
- Strong sense of accountability and adaptability

What we offer you

- A unique opportunity to work for a leader player in the building solutions industry and be part of a pioneering innovate project
- Continuous training and growth opportunities.
- Group health insurance package.

Do you want to be part of our team?

Please visit our website <https://www.lafarge.gr/doyleyontas-ston-omilo-iraklis>.

All applications will be treated with strict confidentiality.