



A1. Personal Assistant (Code PA01)

Candidate profile

- Graduate Greek or equivalent foreign college (secretarial diploma)
- 2+years of work experience in a relevant position
- Exceptional writing and editing ability (Greek & English)
- Demonstrated communication & interpersonal skills in Greek & English
- Additional foreign language knowledge will be appreciated
- Superior attention in detail
- PC literacy (Excellent use of Microsoft Word, Excel and PowerPoint) is absolutely necessary
- Professional appearance and behavior

Duties – Responsibilities

- Communication, Organizational & Planning skills
- Ability to manage difficult and complex situations
- Ability to act independently
- Keep strict deadlines and follow up on tasks diligently
- Accountability, confidentiality, reliability and willingness
- Effective communication within and outside the company
- Willing and able to handle a variety of duties, often under pressure

We offer:

- Excellent working environment
- Competitive remuneration
- Career development opportunities