

JOB DESCRIPTION

Function: Management Division – Office Administration	
Position: Office Administrator	
Immediate Supervisor (position): Managing Director	

POSITION PURPOSE

Ensure the proper and effective operation of the Company’s offices, offer administrative support to the Managing Director and the Company executives, and be involved in the coordination of the Company’s various administrative and communication projects.

MAIN RESPONSIBILITIES

- Provide Administrative support to the Managing Director of the Company
- Operate the call center and correspondence (e-mails, letters, packages, etc.)
- Support visitors
- Offer secretarial office support
- Ensure the smooth operation of the offices incl. managing stationery and other office supplies
- Coordinate external suppliers for the proper maintenance and operation of offices
- Manage office utilities
- Prepare reports and presentations
- Organize meetings (send invitations, draft agendas, print necessary material, meeting rooms, etc.) with internal and external participants
- Participate in meetings and draft minutes
- Update mailing lists for Company stakeholders (state officials, clients, market players, service providers, media, etc.)
- Administer Company’s correspondence with external stakeholders
- Create and maintain document filing, incl. contracts, issue and maintain protocol number registry
- Send and receive invoices, contracts, and other business documents
- Organize and manage business travel for all Company workforce (agendas, travel arrangements, appointments, etc.)
- Manage daily expenses cash reserves (purchases, courier payments, etc.)
- Manage corporate hospitality
- Support and work closely with all departments across the organization
- Monitor the Company’s website, LinkedIn, and other social media
- Assist in the communication strategy and support the Company’s Corporate Social Responsibility Program
- Track the Company’s participation at external events and assist in the planning of Company events and conference participation

QUALIFICATIONS

Experience of minimum 3 years in relevant positions
Experience in corporate procedures and administration
Proficiency in Microsoft Office programs (MS Word, MS Outlook, MS Power Point, MS Excel)
Fluency in English and Greek (verbal and written) and good writing skills
A University degree in Marketing, Communication, Business Administration, or other relevant fields will be considered accordingly

ADDITIONAL QUALIFICATIONS

- Exceptional planning and organizational skills
- Strong communication and interpersonal relations
- Confidentiality
- Reliability and Responsibility
- Transparency
- Time management - Ability to keep deadlines
- Flexibility
- Problem-solving skills
- Attention to detail
- Basic project management skills will be considered as an asset