

ADMINISTRATIVE SECRETARY

Main duties / Responsibilities:

- Front office reception
- Handling incoming/outgoing communication /correspondence (in Greek/English)
- Handling and schedule appointments, meetings, calls and video conferences
- Making travel etc. arrangements
- Organizing and ensuring efficient and smooth daily operation of the office
- Preparing presentations (PowerPoint), deliverables and corporate documents
- Ordering office supplies and keeping inventory of stock
- Documents' control and management
- Limited external work
- Ad hoc tasks as needed

Job Requirements:

- Excellent command of the Greek Language and fluency in English
- Computer literacy - (Excellent use of MS Office)
- Confidentiality
- Strong organizational skills and ability to handle multiple tasks in parallel
- Able to work effectively under pressure
- Time management skills and ability to prioritize tasks
- Professional attitude and neat appearance
- A BSc/BA in Marketing, Business Administration, Economics or relevant field will be considered an advantage
- Previous experience in a similar position will be considered an advantage
- Previous experience in accounting position will be considered an advantage
- Possession of driver's licence / car

Desired Documents: Letters of recommendation from former employers

Please submit an updated CV to: healthink@healthink.info