

Egnatia Aviation Training College is a dynamic Company with rapid and continuous growth in education of professional airline pilots, aircraft maintenance and sales with customers from all over the world.

With a workforce of 63 full time employees we are currently looking for a talented, dynamic and motivated individual to become part of our creative team as Receptionist.

#### Position Details:

- Work location: Kavala Airport.
- Type of Contract: Full Time with a probation period of 3 months.

#### Essential Criteria:

- University, Technological Educational Institute Degree in Business Administration or any other related field.
- Excellent Knowledge of English.
- Excellent Computer Skills.
- Excellent Knowledge of Communication Etiquette.
- Previous Experience as Receptionist or Office employee in a respective position.

#### Main Responsibilities:

- Perform standard office reception duties.
- Meet and greet all customers and visitors professionally and inform appropriate personnel.
- Provide secretarial assistance to all Departments (appointments, bookings, travelling arrangements and other office secretarial support).
- Be responsible for the facilities management.
- Manage post and courier services and the ordering of all consumables, stationery and cleaning items.

#### Candidate Profile:

- Customer Focus Culture

#### Selection Method:

- Interview in person & Technical Assessment

*To apply please send your cv and a cover letter in English to [hr@egnatia-aviation.com](mailto:hr@egnatia-aviation.com) with the reference code EARE/AC25.*