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.

Egnatia Aviation with a workforce of 47 full time employees is currently looking for a talented, dynamic and motivated individual to become part of our creative team as Executive Assistant of the Managing Directors.

**Position Details**:

* Work location: Kavala Head Office, Tenedou & Panagoudas Street.
* Type of Contract : Full Time with a probation period of 3 months.
* Remuneration: Standard, fixed salary.

**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 Senior Management Executive Assistant .

**Preferred Criteria:**

Knowledge of other languages such as German, Bulgarian, Russian or Arabic.

**Main Responsibilities**:

* Managing the day-to-day operations of the Head Office.
* Organizing and maintaining files and records.
* Planning and scheduling meetings and appointments. Keeping meeting minutes.
* Managing projects and conducting research.
* Preparing and editing correspondence, reports, and presentations.
* Making travel and guest arrangements.

**Candidate Profile:**

* Exceptional interpersonal, communication and organisational skills.
* Be responsive, resourceful and trustworthy.

**Selection Method:**

* Interview in person/ Other Assessment

*Please note that the selection process will be held in English. To apply please send your cv and a cover letter in English at* *recruitment@egnatia-aviation.com* *with the reference code EAEA/AC13.*