**Position:** Secretary/Personal Assistant

**Contract duration:** 1 year (renewable)

**Location**: Athens

**Starting Date**: ASAP

**Status:** Full Time

**Background on SolidarityNow**

SolidarityNow (SN) was founded in 2013 upon an initiative of the Open Society Foundations (OSF). SN acts as a network of people and organizations working together to alleviate the suffering of those worst affected by the socio-economic crisis. Until now SN has supported and funded over 70 projects around Greece in the areas of legal, medical, psycho-social support, education and culture, job-creation and support to refugees amongst others.

SN’s initial intervention took place in the wider area of Thessaloniki and Athens through Solidarity Centers; these are “one stop shops”, hosting a variety of civil society organizations and covering a wide range of relief and context-related services and actions (i.e. medical aid, legal and psycho-social support, employability support, human rights monitoring, promotion, protection and advocacy).

**Duties and Responsibilities**

As part of our SN team in Athens Headquarters, the PA/Receptionist in responsible:

* To perform all secretary-related functions.
* To support the office with the administrative tasks.
* To collect all incoming mail, messages, faxes, messages, telephone calls, etc. and forward these to person(s) concerned.
* To send confirmations of all messages as necessary.
* To distribute faxes/mail to the respective persons and/or departments, after making a copy for the files; to file these copies (not the originals).
* To maintain the office telephone service.
* To make and receive office telephone calls.
* To record and forward verbal, written and telephone messages.
* To keep update lists of telephone numbers and addresses of the concerned individuals, NGOs and other agencies/organisations.
* To only send out letters or reports with the approval/verification of the person concerned.
* To file all incoming and outgoing faxes and other messages together with the communication about the subject, personnel data/record, etc.
* To monitor the status of all equipment in the office (especially communication equipment), i.e. cleanliness, functioning, etc. and report to the office manager in the event of irregularities.
* To coordinate and administer the day-to-day affairs in the office.
* To organize the travel schedules of personnel.
* To receive visitors and make appointments with appropriate persons when requested.
* To keep an inventory of, and manage, office supplies.
* To fill in an order form every month as necessary in order to purchase items according to usage, and then to pass on to appointed departments for approval and purchase purposes.

**Qualifications, skills and experience**

* Excellent Command of English.
* Experience with relevant computer software packages (Word, Excel).
* At least 3 years of relevant work experience in a similar position in a public or private sector organization. Experience of working in the NGO sector in Greece or other international agencies in a similar position would be an advantage.
* University Decree or Diploma/equivalent in secretarial studies, administration or any other relevant field would be an advantage. Absence of a relevant degree may be substituted by significant previous experience.
* Independent and dynamic.
* Capable of organising his/her own work.
* Pleasant and polite at all times.
* Communicative, systematic, accurate, and open.

If you are interested in applying, please fill send your CV and reference letters to [recruitment@solidaritynow.org](mailto:recruitment@solidaritynow.org)by March 23rd, 2016 (EOB), mentioning in the email subject “PA/Receptionist”.

SN is an equal opportunity employer. Persons with disabilities and from vulnerable and disadvantaged groups are strongly encouraged to apply.

Due to the urgency of recruitment, SN reserves the right to complete the process even before the deadline for CV submissions.