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Subjects:



**BBDO GREECE is looking for an:
Executive Personal Assistant,**

responsible for providing executive support to the top management, managing daily schedules and meetings, handling incoming and outgoing calls, managing electronic mail, preparing presentation material and most important of all acting as a P.A. to the Agency's management and assisting/supporting the overall administration/operational requirements of the company.

Preferred Qualifications:

- University bachelor's degree
- Ability to handle projects with confidentiality
- Expert proofreading and editing skills
- Familiarity with common office software such as MS Office
- Self-starter personality and intellectual curiosity
- Excellent communication and organizational skills
- Excellent knowledge of Greek and English language
- Strong problem-solving ability
- Strong project management ability
- Comfort working with top-level executives
- Experience of 2-3 years in similar jobs will be considered as a plus

Please send you CV at:
hr@ba.bbdogroup.gr