

Πηγή: DAILY FAX

Σελ.: 3

Ημερομηνία έκδοσης: 15-04-2024

Αρθρογράφος:

Επιφάνεια 134.94 cm<sup>2</sup> Κυκλοφορία: 0

Θέματα: ΑΓΓΕΛΙΕΣ ΕΡΓΑΣΙΑΣ



**Reason to [www.reasonto.gr](http://www.reasonto.gr)** an award-winning events agency, is looking for an experienced secretary/ Business Administrator.

**Requirements:**

- Bachelor's degree In Business Administration will be preferred
- 5 years minimum previous experience In a similar position
- Excellent Knowledge of both Greek and English, written and spoken word
- Invoicing and use of accounting software
- Excellent knowledge of MS Office (Word, Excel, PowerPoint)
- Proficient In spoken and written English
- Checked project files/Invoices and forwarded them to the accounting office
- Performed data-entry and run the Invoiced details process
- Monitored & handled the electronic books (My data)
- Prepared analyses of revenues/ expenses and their forecast
- Created excel files
- Handled and coordinated the active calendar
- Ensured file organization based on the office protocol
- Monitored projects' processes and ensured that set deadlines were met, as needed

Send your cv to: [info@reasonto.gr](mailto:info@reasonto.gr)