

PA TO MANAGING DIRECTOR

Ημ/νια:5/1/17 Μέσο: BUSINESS TODAY Σελίδα: 6

PA to Managing Director

The most acknowledged **international networking organization**, is seeking a dynamic **PA** for the **Managing Director** of its **Athens office**. An experienced PA, you will ensure that the MD has excellent administrative support, enabling him to focus on business development and high-level management issues. You will be an excellent organizer and communicator with a proactive and friendly attitude. You will have the multi-tasking ability and flexibility to work in this dynamic and ever-evolving environment, and will work well under pressure to meet tight deadlines.

Duties include:

- Organizing of meetings
- Time/diary management
- Organizing communication with members and following up on pending matters with limited direction
- Responding to urgent requests
- Organizing and preparing documents and training materials
- Coordinating and booking travel arrangements
- Assisting with organizing events

Experience and qualifications required:

- Excellent knowledge of the English language
- Master's degree from an esteemed University
- At least 5 years experience as a PA
- Exceptional computer literacy
- Highly developed organizational skills
- Initiative
- Maturity to handle a range of situations
- An ability to work to tight deadlines
- Outstanding verbal and written communication skills
- Loyalty and a high level of confidentiality

If you meet our essential criteria and are looking for a role in a productive team where you can make a real difference, please submit your application to grecenetworking@gmail.com