

dLand

Executive Secretary

A reputable Tourism organization is searching for an Executive Assistant for its premises in Glyfada
Job Summary:

You will support the Manager of the head office. You will be the one to organize and maintain the manager's schedule and assist him by performing a variety of administrative tasks.

You must be quick professional with great time-management and multitasking abilities, focus on the managerial responsibilities.

The goal is to contribute to the efficiency of the overall business by ensuring all assigned administrative duties are carried on timely and efficiently.

Responsibilities:

- Maintain executive's agenda and assist in planning appointments, board meetings, conferences and deadlines
- Attend meetings and keep minutes
- Email, correspondence memos, letters, faxes and forms
- Receive and screen phone calls and redirect them when appropriate
- Organize and schedule appointments
- Coordinate and arrange conference calls and meeting and greeting visitors/associates/clients
- Managing databases and filing systems
- Handle write and distribute and prioritize all outgoing or incoming correspondence (e-mail, letters, packages etc.)
- Maintain electronic and paper records ensuring information is organized and easily accessible

Requirements:

- Excellent computer skills Proficient in MS Office and Internet use
- Fluent to near native user of the English language (both oral and written)
- Excellent organizational and time-management skills
- Outstanding communication and negotiation abilities
- Integrity and Confidentiality
- Accuracy and good attention to detail
- An ability to stay calm and tactful under pressure
- A bright and positive attitude
- University degree will be a plus

Job Type: Part-time

Working Hours: 12:00 – 16:00

Workplace location: Glyfada