

We are looking for a competent Office Manager to join our team in Athens, and help with the organization and running of the daily administrative operations of the company.

The ideal candidate will be a hard working professional able to undertake a variety of office support tasks and work diligently under pressure.

Responsibilities

- Organize office and assist associates when needed in ways that optimize procedures.
- Sort and distribute communications in a timely manner
- Create and distribute records
- Schedule and plan meetings, travel and appointments
- Procurement management
- Coordinate with other departments/offices
- Perform receptionist duties when needed
- Keep financial records and liaise with company accountants
- Monitor marketing, HR and other operational duties

Requirements

- Excellent written and verbal skills in English
- Experience as a back -office assistant /office assistant
- Knowledge of Microsoft Excel/Word/Power Point
- Some accounting knowledge

Please send your CV's to info@elbridgecapital.com