



The Group Paliria, the No 1 dolma producer internationally and the largest Greek company producing and exporting ready meals, is looking to recruit for its headquarters in Kifissia:

Executive Secretary

Main responsibilities:

- Provides comprehensive and integrated secretarial and administrative support to the President, CEO and the upper Management.
- Maintains the diary and ensures the arrangement of appointments of the Management.
- Organizes/assists in the organization of internal or external events.
- Arranging business travel procedures (booking of tickets, accommodation)
- Cooperates with Commercial team members and coordinates their participation in company's trade fairs.
- Monitors and replenishes office stocks (consumables) and acts as office manager overseeing the effective utilization and maintenance of office equipment and staff facilities.
- Maintains the headquarters petty cash, keeps track of daily expenses, and prepares reports.
- Deals independently with other routine matters relevant to upper Management and undertakes ad hoc a variety of special projects.

Candidate profile: Qualifications, Skills, Competencies

- University degree holder- specialization in Business Administration or relevant professional training will be an asset
- 3-6 years of relevant secretarial experience
- Excellent knowledge of English
- Knowledge of a second foreign language will be considered as a plus
- Very good knowledge and use of Microsoft Office (especially Word, Excel, PowerPoint)
- Excellent communication skills (oral and written communication)
- Very good organizational and problem-solving skills
- Multitasking and time management skills
- Acting with confidentiality and self-motivation
- Team spirit and customer oriented

Please send your CV by e-mail to: cv@paliria.com, mentioning the job title "Executive Secretary".