

Job Advertisement for Role of Personal Assistant to Director

A.N. Stasis Estates PLC is looking for a Personal Assistant, who will be meticulously aiding the Director in all tasks, projects, functions, processes and systems requiring executive intervention, managing, planning, execution and validation.

Duties and Responsibilities:

1. Organise, plan and execute various company projects as led by the Director.
2. Assist with and execute matters of office administration.
3. Manage and maintain filing and office systems, both physical and digital.
4. Deal with various stakeholders of the company.
5. Direct and daily contact with the Director will continuously redefine projects, procedures and tasks according to executive needs and requirements.

Requirements:

1. Computer literacy and skills are necessary.
2. Marketing, digital design and/or coding knowledge and/or skills will be considered advantageous.
3. Languages: Greek, English.
4. EU citizen
5. Possesses a driver's licence.
6. Highly organised, program-oriented, efficient and self-motivated individual with critical and analytical thinking abilities.
7. Able to work in teams but also take initiatives to solve fast-paced problems on the go, within set time-limits and restricted resources.
8. A can-do and positive attitude combined with an excellent character and loyalty to the Director's mission in particular and the Executives' in general.

Benefits:

1. Generous pay package and annual leave.
2. Full meals during work hours are provided by a 4* Hotel during its operational period.

Working Conditions:

1. 08:00 to 17:00. with 2, ½ breaks
2. Year-round Role.

How to Apply:

Interested parties can apply via the following [link](#) or by sending your CVs on careers@stasisstates.com