

## **NEUROSOFT S.A.**

### **Personal Assistant**

(REF\_PA)

Neurosoft S.A., is a leading software, networking and information security provider in financial, telecommunication, transportation, gaming and government sectors, providing solutions and services aiming to increase operating efficiency and security. Listed in the Italian Stock Exchange since 2009, currently employees 200+ highly skilled professionals with in depth expertise in their field.

We have an open vacancy for a Personal Assistant who will support CEO on the day-to-day running of the business with administrative and secretarial tasks. She will also be involved with the coordination and implementation of office procedures.

#### **Main Responsibilities**

- Screens phone calls, correspondence, enquiries and requests, and handles them as appropriate
- Manages diaries and organizes meetings and appointments
- Reminds the executive of important tasks and deadlines
- Prepares reports, presentations and correspondence
- Meets and greets visitors at all levels of seniority
- Manages databases and filing systems
- Books and arranges travel, transport and accommodation
- Participates in the organization of events and conferences

### **Professional Experience & Qualifications**

- BSc or Diploma degree in Business Administration, Secretarial or relevant studies
- At least 3 years' experience in a similar role
- Excellent verbal and written communications skills both in Greek and English languages
- Very good use of MS Office and ability to learn company-specific software if required
- Knowledge of office management systems and procedures
- Reliability, discretion and understanding of confidentiality issues
- Very good organizational and time management skills
- Effectiveness in multitasking and prioritizing daily workload
- Flexibility and adaptability
- Ability to be proactive and to take the initiative

### **We Offer**

A competitive compensation package, medical plan, a stable and enjoyable working environment, excellent opportunities for professional development, working on leading-edge technology and industry trends.

***For more open vacancies check @ [www.neurosoft.gr](http://www.neurosoft.gr)***