

*Job posting:
Executive assistant*

*Organization:
Prolepsis Institute*

Location: Athens, Greece

The Prolepsis Institute, a public health organization established in 1990 and located in Athens, Greece, is seeking to fill the position of the Executive Assistant to provide support for the efficient operation of the organization and its senior management.

We welcome committed and enthusiastic candidates with at least 3-year experience or Masters' degree and at least 1-year experience, proven excellent written and verbal communication skills in both Greek and English, proficiency in MS Office, strong organizational and planning skills and attention to details. Prior experience in organizations related to public health, the medical field or social issues is not required, but will be preferred.

The Executive Assistant will be joining an organization with a multidisciplinary scientific team (physicians, researchers, health promotion specialists, nutritionists, sociologists, etc.) and will be supporting the office and the senior management administrative needs. Responsibilities include: organize and schedule meetings, write letters and emails, maintain contact lists, create presentations, maintain filing records and systems, manage office operations (e.g. ensure operation of equipment, office supplies), handle internal and staff communication and procedures, support the organization of events.

*Interested candidates should submit CV and a brief personal statement in a cover letter to info@prolepsis.gr (with the Topic: Executive Assistant Position).
More information about Prolepsis Institute can be found at www.prolepsis.gr.*