

Executive Assistant

We have one vacancy for **Executive Assistant (reference: EA)** to the Deputy CEO

The suitable candidate will be selected via a qualifications assessment and recruited under private law on a fixed-term contract until 31 Dec 2025. Fund employees have a duty of loyalty to the Fund and a duty of strict confidentiality according to the provisions of Law 3864/2010, as in force.

The Executive Assistant must be creative and enjoy working in an agile, results-driven environment. The suitable individual will be able to exercise sound judgment in various situations, with strong written and verbal communication, administrative and organizational skills, and maintain a realistic balance among multiple priorities. The Executive Assistant will have the ability to work independently on projects and must be able to work under pressure at times to handle a wide variety of activities and confidential matters with discretion.

Key Tasks and Responsibilities

- Manages the Calendar, email, phone calls and correspondence, highlighting required actions or responses and being the first port of call for internal and/or external stakeholders regarding routines and communications
- Manages travel arrangements & approvals (tickets, hotels, transfers etc., travel & meal forms) and expense reports
- Provides administrative and team support to reporting line divisions, in particular to portfolio management, investment, strategy along with Legal and Communication functions at this stage
- Maintains the organization's central filing system and record keeping according to archiving policy
- Acts as the liaison with external partners, monitors services according to contractual arrangements, and tracks expenditures according to the budget
- Responsible for maintaining the Decision and Correspondence Protocols, assessing incoming correspondence and disseminating it according to specific criteria and personal judgment
- Ensures the regular update of the website with content, Liaises with other units for material collection, maintains an up-to-date, properly formatted web content
- Keeps minutes of business meetings, if needed and/or requested
- Schedules, organizes and executes internal corporate events
- Participates in the planning of business meetings & activities
- Develops and redefines administrative procedures
- Prepares presentation materials and formal business correspondence
- Handles expenses and contracts, including recording ongoing obligations, signatures, invoices and inventory, schedules deliveries and arranges suppliers' payments
- Works cooperatively with other administrative assistants, in positive partnership to complement each other's tasks smoothly
- Purchases and maintains an inventory of supplies for the office



Skills and Qualifications

- Ability to manage efficiently the agenda of three HFSF C-level executives and their direct reports
- Highly articulate with attention to detail, and the ability to maintain a high level of accuracy
- Experience and interest in internal and external communications and project management skills
- Strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members and external parties
- Ability to achieve high performance goals and meet deadlines in a fast paced environment
- A flexible, pro-active approach to work including strong organizational skills that reflect the ability to prioritize and re-prioritize multiple tasks seamlessly
- Ability to work under own initiative, to plan and organize work
- Be cautious when dealing with sensitive information, keeping confidentiality
- Fluency in Greek and English, written and verbal, is an absolute must.
- Emotional maturity
- Proficient in Microsoft Office (Outlook, Word, Excel, and Power Point), Adobe Acrobat, and Social Media web platforms
- Bachelor Degree required
- At least 10 years of professional experience supporting C- level Executives

BENEFITS

HFSF is an equal opportunities employer. This position is an excellent career opportunity for a highly motivated executive assistant to assume a pivotal role in a dynamic and highly respected organization. As such, the remuneration package for this role is competitive, relevant to the candidate's profile

*Interested parties who meet the above requirements are encouraged to apply by **20th of March, 2023** via email to HR@hfsf.gr, putting the job's reference (EA) in the subject line, attaching a letter explaining the reason for their application of intention together with their curriculum vitae and related references.*

All applications will be treated with full confidentiality.