



Office and operations administrator

(Ref Code: OOA-05 2018)

Digitalis Consult is a management consulting firm, specialized in R&D administration and in providing project management and project-related quality assurance services for collaborative R&D projects in the areas of information technologies, environment, transport, and energy, particularly in European Commission supported projects. Digitalis has a cumulative success rate of over 80% for its proposals in the last 5 years. Over 85% of its client base is from abroad.

The ideal candidate should have the following qualifications:

- Solid MS Office/PC (Word, Excel, PowerPoint) skills.
- Strong sense of organisation, proactiveness and timely response.
- Good command of the English language.
- ATEI / University education (is a desirable plus).
- Prior relevant work experience.

We offer:

- Attractive remuneration package.
- Interaction with international clients and collaborators.
- Excellent small office working environment.
- Career development prospects.

The position's responsibilities include:

- Managing office function and administration, liaising with suppliers and authorities and following-up on completion of tasks and loose ends.
- Support colleagues in tasks such as internet-based research, collection of data, identification and bookmarking of relevant info and contacts.
- Work with online platforms and tools such as Google forms, online questionnaires, administrative web services.
- Outgoing and incoming postal/ fax/ email correspondence and carrying out work-related errands.

Job type: Permanent, full time, in the context of a collaborative team.

Location: Athens Northern suburbs.

Hours of work: Monday to Friday, 9am - 6pm.