

## Executive Assistant (m/f)

In the framework of the space business establishment Greece, OHb, one of the Top 3 European space companies, is looking for an **Executive Assistant** for immediate commencement of employment.

### Main purpose

Administrative assistance, documentation services at all formal documentation levels, as well as management of communications, targeting to promote the company mission, products and services. The position is located in Athens (Marousi)

### Detailed task description:

- Handling administrative requests and preparing communications on the executives' behalf
- Assisting in the preparation of reports
- Making travel arrangements
- Organising events as well as the company's participation to workshops or conferences
- Performing minor accounting duties
- Performing documentation management tasks, such as controlling of document numbering system, monitoring of documentation format, version and content, archiving and retrieval of documents on dedicated database, generation and maintenance of documentation tracking lists
- Support in identifying press opportunities and developing content to be disseminated via social media, websites, newsletters, press releases
- Management of communications in an international environment

### Qualifications:

**Education:** University degree, Proficient knowledge of MS office and Adobe Acrobat, documentation management software

**Experience:** 3+ years of experience in documentation management, administrative assistance, marketing

### **Skills:**

- Demonstrated verbal/written communication skills and experience in dealing with international teams is a must

- Technical capable and ability to learn new tools
- Organizational skills, strong attention to details
- Flexible to fulfil other tasks relevant to the daily work in establishing a new company
- Highly motivated, quick-learner, in documentation, marketing, communications

**Languages:** Essential English (proficient level) and German (good/fluent). Additional desirable: French

**Other:** Military service obligations fulfilled (for male Greek citizens)

### Conditions:

Position: Full time

Location: Athens, Greece

*We invite you to join this international team and take your professional and personal development to a new level. At OHb you will have creative scope to work on exciting and innovative technological projects and frequently explore new terrain.*

*A career in space does not have to be a dream. OHb is constantly looking for new pioneers around the entire world and in all corporate segments.*

Please send your CV and a motivation letter in English quoting reference code "EA-DM" in the subject line of the e-mail to [info@ohb-hellas.gr](mailto:info@ohb-hellas.gr)

Closing date: **24 March 2023**

All applications will be treated in strictest confidentiality, only shortlisted candidates will be contacted