

# Seeking an Executive Assistant, for our Athens Office!

**AXIA** is a privately-owned, European-based investment banking group, with offices in Athens, Nicosia, London, New York and Milan, regulated by the Cyprus Securities and Exchange Commission (License No: 086/07). We provide advice to both corporate clients and investment funds on a full range of strategic corporate finance assignments and across industries.

Today, **AXIA** is seeking an **Executive Assistant** to join our team in Athens. Candidates must possess a positive attitude and have the ability to multi-task efficiently in an extremely fast-paced and dynamic work environment. The successful candidate will be exposed to many different areas of our business that will challenge and broaden their skills and knowledge.

**Role:** Provide executive assistance to the AXIA Group Managing Partners, as below-

- Organize and maintain calendars, schedule meetings, conferences and office events
- Coordinate and arrange travel
- Answer and route calls
- Process and track expense reports
- Meet and greet visitors
- Create and maintain a filing system

## Skills and Qualifications:

- Excellent written and verbal communication skills in English. Additional languages are a plus
- Ability to work well under pressure, prioritize work and multi task effectively
- Detail-oriented and focus on quality results
- Ability to work under tight deadlines
- Proficiency in Microsoft Outlook, Word, Excel and PowerPoint
- Prior administrative experience is a plus

## Position Details:

- Full time position | weekdays
- Salary dependent on qualifications and experience

## Application Instructions:



Submit electronically here:  
[Online Application Form](#).



Quote Position Ref.  
Code: **EA-GR**



All applications will be  
treated in strict confidence

*This advertisement is not a binding offer and the company reserves the right to proceed with any applicant it chooses or not to proceed at all. For more information regarding the processing of personal data and AXIA's privacy practices, view our [Privacy Notice](#). AXIA is supervised by the Cyprus Securities and Exchange Commission (license number 086/7).*

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*AXIA is an equal opportunities employer*