

Seeking an Executive Assistant, for our Athens Office!

AXIA Ventures Group Ltd (“AXIA”), is a leading regional privately-owned investment banking group providing financial advisory and capital market-related services to corporates, governments and institutional clients. AXIA has presence in key markets of southern Europe as well as in the USA through its subsidiary, AXIA Capital Markets LLC, a registered broker-dealer and member of FINRA specializing mainly in the shipping and transportation industries. AXIA has considerable experience in executing large and complex transactions while at the same time has risen to the challenge of assisting smaller clients optimize their growth and business strategy.

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, as below-

- Organize and maintain calendars, schedule meetings, conferences and office events
- Coordinate and arrange travel in a seamless way
- Answer and route calls
- Process and track expense reports
- Meet and greet visitors
- Create and maintain a filing system
- Ensure smooth operation of executive's schedule and priorities
- Manage tight schedules and reprioritize tasks
- Handle volume of tasks and decisions into an organized, manageable workflow for the executive
- Act as a gatekeeper and sense-maker to the executive

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
- High level problem-solving and planning
- Ability to handle sensitive information
- 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