

# We are seeking an Executive Assistant!

**LOCATION:** Athens, Greece (on-site)

AXIA Ventures Group Ltd (“AXIA”), a member of Alpha Bank Group, is a leading regional investment banking group. We provide advice to corporate clients and investment funds on a full range of strategic corporate finance assignments across industries, with the primary aim of bridging global capital with regional opportunities to achieve our clients’ objectives. We provide innovative solutions and outstanding execution, by offering a highly effective and customized approach to each and every client. For that reason, we have deployed one of the largest on the ground investment banking teams, dedicated to covering Southeastern Europe.

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 multitask 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



Applications may be submitted online at [www.axiavg.com/careers](http://www.axiavg.com/careers)



All applications must quote ref [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).*

**Greece – Athens (Branch)**  
4 Vasilissis Sofias Ave., 3<sup>rd</sup> Floor  
10674, Athens  
Greece

**Switchboard:**  
T: +30 210 7414400  
F: +30 210 7414449

[www.axiavg.com](http://www.axiavg.com)



AXIA is an equal opportunities employer