

Secretary to Professor of Cardiology

An English Native Speaker or Greek excellent speaker of English language, is needed as a Secretary to a Professor of Cardiology in Greece, full time working.

The ideal candidate should hold the following qualifications:

- Good knowledge of Greek language (for non-Greek persons)
- Excellent Knowledge of English language
- College or University Degree.
- Previous experience as a Secretary 5 years.
- IT literate (MS Office/Word, PowerPoint, Outlook, Internet User)
- Taking initiatives and ability to work without close supervision.
- Excellent communication ability and interpersonal skills.
- Professional working standards./Flexibility.

The position holder will have the following responsibilities

- Manages every day the Diary of the Professor.
- Responsible for International and Domestic Correspondence (including e-mail).
- Archive keeping.
- Travel Arrangements.
- Professor's Agenda and Program as a daily priority.
- Enhances administrative effectiveness and ensures efficient office organization.

The CVs will be sent to info@cardioresearch.net