



ADMINISTRATIVE ASSISTANT

KiNNO Consultants Ltd, is an **Innovation Consulting company in Greece**, focusing on Technology, Innovation and Entrepreneurship and acting as an intermediary between researchers, engineers, businesses and investors to accelerate the deployment of innovations in the market. The company is constantly looking to **expand its network of partners and build a strong team**.

KiNNO is currently looking for an **Administrative Assistant**. If you want to join KiNNO's team, please send us your CV.

Main Responsibilities:

- Corporate Communications
- Office Operation and IT related processes
- Travel and Event arrangements
- Corporate processes and public services
- Administrative assistance to business development and project implementation
- Assistance to Marketing and Business intelligence activities

Requirements:

- University Degree in Management Sciences or Business Administration
- Excellent knowledge of English (certified)
- Excellent use of Microsoft Office and strong computer skills
- 2-3 years of working experience
- Effective time management, excellent organizational skills and ability to handle many tasks
- Self-motivation, persistence, enthusiasm, responsibility and team working spirit

The company offers:

- Appealing salary package [depending on qualifications]
- Modern and pleasant working environment in a fast growing Innovation Consulting company in Greece
- Prospects of development

To the attention of Alexandra Giannopoulou

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For further information regarding KiNNO please visit: www.kinno.eu