

## **Vacancy – Administration Assistant (Greece)**

The Shipowners' Club is a mutual insurance association. We offer Protection & Indemnity (P&I), Legal Costs Cover and associated insurances to smaller and specialist vessel owners, operators and charterers around the world. Building on over 160 years of experience, the Shipowners' Club provides tailor-made insurance packages for each operator according to their particular need.

We are now seeking an Administration Assistant to join us on a permanent basis in our beautiful Piraeus office in Greece. The successful candidate will be an enthusiastic and quick learner with a desire to develop in a friendly and supportive international Insurance company. This is a great opportunity for someone to join a small team of 3 whilst building on their previous administration experience. We are therefore looking for someone comfortable working in a small office environment, who is happy to join an office where their reception and administration skills will be used to ensure the smooth running of the office. To be successful in this role you will be a strong and confident communicator, have excellent attention to detail and be able to work on your own initiative.

If interested in this role, please send us your **CV and covering letter (in English)** outlining why you would be suitable for this position and your salary requirements to [recruitment@shipownersclub.com](mailto:recruitment@shipownersclub.com)

### **Purpose of the Role:**

This is a standalone role which requires the role holder to be motivated to work independently with minimal supervision but also to be part of a global team based in London, Singapore, Luxembourg and Hong Kong.

- To support the achievement of the office's objectives by providing an efficient administrative service.
- To manage the daily operation of the office.

### **Primary Responsibilities of Role:**

1. To act as receptionist and provide a high-level service as the first point of contact for all external visitors.
2. To undertake general management of the office, including but not limited to: liaising with the Landlords/building maintenance department, equipment service/maintenance and suppliers as necessary and ensuring that adequate and cost-effective levels of company supplies such as kitchen consumables and stationery are maintained.
3. Liaise with the company's accountants and the Club's financial departments in London and Luxembourg on a regular basis for the recording of the management expenses, preparation of year end accounts and corporate tax return etc.
4. Ensure that the office is well maintained and kept neat and tidy at all times.
5. To act as administration assistant to the General Manager – Greece assisting as required in the scope of their responsibilities.

6. Translation and drafting of correspondences, notices and other documents as required.
7. Liaising with the London Marketing Department to:
  - Ensure adequate stocks of marketing material and official publications are maintained.
  - Arrange and plan business functions as requested.
8. To provide a high level of service through timely and accurate response to enquiries received by telephone, fax, letter or email.
9. To produce grammatically correct documentation in an accurate and timely way, ensuring it is despatched with the correct attachments.
10. To undertake the accurate electronic filing in the Meridio (Electronic Documentation Records Management System) as required.
11. Support the maintenance of the CRM Database by providing Super Users with details of new contacts as well as the amendment of existing contacts.
12. To undertake general administration support duties as requested including hard copy filing.
13. To arrange travel, meetings, make hotel reservations in line with the business travel policy and in an efficient and cost-effective way.
14. Accurate and timely receipt and distribution of all incoming and outgoing communication by telephone, fax, letter, email or courier.

**Experience Required:**

- Relevant working experience
- Dual Greek and English language skills
- Good PC and systems knowledge

**Must be eligible to work in Greece.**

*Due to the large numbers of responses we receive, it is not possible to respond to every application. Therefore only short-listed candidates will be contacted for this particular role and if you haven't heard from us within 3 weeks please assume you have been unsuccessful on this occasion.*

**No Agencies please.**