



is a traditional company in the Greek Shipping Market with experience since 1981, situated in the southern suburbs. As our business evolves, we are seeking for a positive addition in our team. We are looking for a committed, discreet and eager to learn team worker with communication and interpersonal skills as well as computer literacy to support our Spare parts Department from the position of administrator.

#### Responsibilities:

- Managing files, records, documents
- Accurate entering data into software system of clients' enquiries and suppliers' quotations

#### Requirements:

- Graduate degree from College or University on Maritime Studies
- Excellent command of English language;
- Proficiency in Microsoft office suite (Word, Excel, Power point)

#### Personal Skills:

- Teamwork and interpersonal skills
- Enthusiast learner
- Commitment to positive results

Additional foreign language and Experience in shipping industry will be considered an advantage.

#### We offer:

- Full-time employment and job stability,
- Work in a modern, friendly and dynamic environment,
- Opportunities for professional development,
- Ongoing training

Please send CVs to: [recruit4566@gmail.com](mailto:recruit4566@gmail.com) mentioning reference: "SPAREPARTS"