

## **Faros school is looking for a part-time secretary with strong communication and writing skills**

### *Main tasks:*

- Coordinate students and ensure forms are filled out by students, guardians or family members,
- Coordinate ongoing updating and printing of flyers and other communication materials to students and externals
- Coordinate Faros volunteers
- Create a warm and welcoming environment in the reception
- Organize light refreshment for students in the breaks
- Organize meetings, workshops and special events
- Ad hoc support for administrative staff

### *Qualifications and other tasks*

- Excellent command of English and Greek language, written & verbal.
- Excellent communication and interpersonal skills.
- Strong organizational and multitasking abilities.
- Knowledge of google platform tools
- Proficiency in Microsoft Office 365 Suite (Word, Excel, Outlook)
- Record keeping such as registration records etc.
- Creation and manipulation of spreadsheets, google docs, forms etc.
- Knowledge of communication applications WhatsApp and similar
- Teamwork and collaboration
- Answer phone calls, emails
- Serves as first point of contact
- Organize activities, special events for projects
- Orientation of students and families

Send your application together with a motivation letter to [kirk@faros.org](mailto:kirk@faros.org) before July 7<sup>th</sup>.

