

## Operations Officer

ActionAid Hellas seeks to attract and recruit an Operations Officer, to join our Community Center team. The candidate will be responsible for the Community Centre's building facilities and maintenance, the financial activities and budgeting, as well as for the preparation of narrative reports. Candidates must have an academic degree and at least two (2) years of working experience in relevant positions, they should demonstrate project management skills, analytical thinking and ability to work under strict deadlines. Applicants should also present excellent interpersonal & organizational skills, ability to work effectively in cross-functional teams, ensuring high-standard deliverables. Excellent command of the Greek and the English language, both oral and written is mandatory. Being in accordance with ActionAid's vision and principles is required.

Detailed job description can be downloaded [here](#).

Please e-mail your CV and Motivation letter in English to: [hr.hellas@actionaid.org](mailto:hr.hellas@actionaid.org) until the **26<sup>th</sup> of July 2018**, mentioning the job title in the subject line. **Applications, not accompanied by a motivation letter will be excluded from the selection process.**

We will be able to contact candidates who are shortlisted for interview. If you do not hear from us within two (2) weeks of the advert closing date, it means that your application has been unsuccessful. We wish you the best of luck with your job search.

ActionAid Hellas is an equal opportunity employer. We offer a competitive remuneration package, along with a creative and friendly working environment. All applications and information provided will be treated as strictly confidential.