

**Secretary, EU Projects**

Epsilon Malta Ltd Greece ([www.epsilonmalta.com](http://www.epsilonmalta.com)) is seeking to will employ a full-time secretary with required expertise:

1. Secretary Studies / School, or B.Sc in Business Administration or relevant field
2. At least 2 years’ experience in Administration of EU projects
3. Excellent English
4. Excellent knowledge of MS Office (word, xls, ppt)
5. Blind typing (prerequisite)
6. Resident of Northern Athens Suburbs (proximity to Marousi)

Confidential CV: [bonazountas@epsilon.gr](mailto:bonazountas@epsilon.gr), [secretary1@epsilon.gr](mailto:secretary1@epsilon.gr), EPSILON, Monemvasias 27, 15125 Marousi