

Created in 1959, the Roullier Group is a multinational company operating in 102 countries with a combined turnover of € 2.6 billion. Our story is a human and industrial adventure, bringing together 8,000 employees driven by the same energy: the desire to take on new challenges! In a world where demographic growth immediately raises the demand for food, we create and distribute innovative solutions to plant, animal and human nutrition. Our products are derived from the experience of 400 engineers who are always offering innovative solutions.

Atypical and passionate, the Roullier Group has preserved its 100% family leadership ever since its inception. The 60 years of positive results enable us to fund our growth and maintain a long-term view in the current economic context.

Timac Agro has gained a reputation as a leader in innovation and technology, a reputation for both top products and a team of specialists who are developing their careers in a unique, highly entrepreneurial culture. A career alongside Timac Agro is provocative and generous for those who have the right vision, experience, skills, and commercial spirit! More details about us can be found at gr.timacagro.com/ or www.roullier.com or www.timacagro.com.

We are currently recruiting for the position of:

Admin Assistant and Departments Support

The role is based in Athens and reports directly to company's CFO. Administrative Assistant & Logistics Support role supports the business based on needs and ad-hoc requests.

Main Responsibilities:

- Assists company's management and senior stakeholders based on their needs
- Responsible of business' admin tasks and paperwork
- Assists by organizing company's events where needed
- Supports Logistics department based on their needs
- Supports HR department based on their needs
- Answer and re-direct phone calls
- Organize and schedule appointments
- Plan meetings and take detailed minutes
- Write and distribute email, correspondence memos, letters, and forms
- Assist in the preparation of regularly scheduled reports
- Develop and maintain a filing system
- Update and maintain office policies and procedures
- Order office supplies and research new deals and suppliers
- Maintain contact lists
- Book travel arrangements
- Provide general support to visitors
- Act as the point of contact for internal and external clients
- Handle and data entry orders from clients into SAP

Profile

- BSc degree in Administration or relevant field
- Proven working experience in similar position/ role
- Good communication skills to communicate with all levels
- Good skills in Microsoft office (Word, Excel, PowerPoint)
- Professional English is required

Join our fantastic team today!

