

Administrative Officer

About Agiltech

At Agiltech we are committed to optimizing the operations of water utilities, by implementing evolutionary technology solutions that enhance their sustainability and elevate customer satisfaction.

We seek a young person to join the team in its fast growing journey.

Role Deliverables

- Ensures proper offices operations
- Handles the supporting documentation updates for open Call for Tenders
- Coordinates with external accountant for ERP data updates & Tax and labor law compliance. Manages invoicing
- Handles company suppliers

Skills, Experience, Attitudes

Must Have

- Business studies or similar
- MS office user and IT savvy
- Very good knowledge of English and Greek

Please send your CV to info@agiltech.gr

For any enquiries, please contact us at +30 210 6561200