

MES Energy S.A. is an engineering and consulting company specialized in Renewable Energy and Energy Saving Projects, member of MESOGEOS group of companies.

Our key activities include:

- *Engineering Services: Basic and detailed design for renewable energy power plants, transmission and distribution substations and industrial substations.*
- *Consulting Services: Basic and detailed studies on energy or water saving, energy production and energy penetration to the grid applications.*
- *Construction Supervision*

MES Energy is looking to expand its team based in Athens. MES Energy seeks to hire a **Junior Administration Manager**, reporting to the Head of Administration department respectively.

Responsibilities:

- Monitor and implement operational policies and procedures.
- Ensure and control compliance with the company's quality assurance policy.
- Assist Head of Administration dept. on tendering processes.
- Interact with clients, partners or/and institutions in a congenial and professional manner, for completing various administrative tasks.
- Support the Administration Department in the design, implementation and management of the strategy, including relationship building with the company's customers and partners.

Required Qualifications:

- Bachelor's degree in Business Administration/Finance/Engineering.
- Proficient use of the English language.
- Report writing skills.
- Advanced MS Excel skills.
- Ability to take responsibility and ownership of tasks.
- Confidentiality.

Preferred Qualifications:

- Previous working experience as an Operations or Administration Manager will be appreciated.
- A Master's degree will be considered an asset.

Benefits:

- Modern organization that values flexible working options.
- Competitive salary based on the qualifications/experience of the candidate.
- Being part of an awesome team.
- Excellent career growth opportunities.
- Private Insurance package.

Soft Skills:

- Strong organizational and administrative skills.
- Ability to build and maintain professional relationships based on trust.
- Perspicacity, critical thinking, detail orientation.
- Ambition and creativity.
- Ability to analyze and solve challenges, efficiently handle multiple duties under pressing conditions.
- Dynamic personality.

Please send your CVs at : info@meseg.gr