



VACANCY FOR ADMINISTRATOR

NIPD Genetics Public Company Ltd is a leading innovative biotechnology company active in the field of developing, engineering, and providing in vitro genetic testing solutions. NIPD Genetics consists of a world class dynamic team of experts with extensive experience in biotechnology, business, human genetics, molecular biology, and bioinformatics. Through Research & Development we are committed to developing improved solutions for the prognosis, prevention, better clinical management, and therapy of genetic diseases. NIPD Genetics is the trusted partner of labs and healthcare professionals worldwide. We provide advanced genetic testing services from our CAP accredited & CLIA certified laboratory.

The Positions

We seek to recruit an ADMINISTRATOR to join our team. The successful candidate will provide exceptional administrative and analytical support work in the Administration Department of the company in a highly demanding, complex, fast-paced environment. With full understanding of the scope of the Administration Department will be responsible for highly complex assignments that are confidential in nature, where excellent judgment is required to resolve problems and provide recommendations.

Profile of the ideal candidate

The selected candidate must be communicative with excellent communication and organizational skills. They should have a to-do attitude to work and be able to work as part of the team as well as independently to carry out tasks assigned.

Responsibilities

- Excellent organizational and time management skills with attention to detail
- Prepare correspondence, reports and other documentation
- Be competent in prioritizing and working with little supervision
- Ability to work autonomously and under pressure
- Maintain and ensure that data management, filing and document tracking
- Ensure timely, accurate response to email, phone, and other inquiries
- Provide general support in projects undertaken
- Always represent the Administration Department with the utmost of professionalism, exhibiting enthusiasm and a positive attitude at all times
- Have tact, discretion and sensitivity with people and be self-motivated and trustworthy
- Organize a filing system for important and confidential company documents
- Answer queries by employees and clients
- Schedule in-house and external events
- Coordinating office activities and operations to secure efficiency and compliance to company policies
- Have a clear understanding of the company's business objectives
- Deal with staff welfare and administration-centered activities
- Working closely with various departments, usually in a consultancy role, assisting line managers to understand and implement policies and procedures

Requirements

- BSc degree in Business Administration or in a closely related field
- At least 5 years solid experience in a similar position is a must
- Excellent organizational and time management skills with attention to detail
- Proactive and motivated with a relaxed and positive attitude
- Ability to work autonomously and under pressure
- Reliable and discreet with confidential information
- Strong computer skills (Outlook, Word, Excel and PowerPoint)
- Fluent in Greek and English

Applications

To apply please forward your application with subject: **Vacancy for Administrator** to NIPD Genetics Public Company Ltd at the following e-mail address: hr@nipd.com. Your application should include a detailed curriculum vitae together with the names of two referees and a cover letter. For further information, please contact the Human Resources Department at Tel. 22266888 or visit www.nipd.com.

All applications are strictly confidential.