*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@mese.gr**](mailto:info@mese.gr)