

## POSITION CARD

DOCUMENT HISTORY_ VERSION
<b>CREATED: 01.2021</b>
<b>UPDATED: 08.2024</b>
<b>VERSION HISTORY: 3</b>

<b>Position:</b> Board Secretary & Corporate Communication Coordinator	<b>Company:</b> Arkas Hellas
<b>Department:</b> Corporate Communication	<b>Report to:</b> Managing Director
<b>Position Holder:</b> Katerina Goula	<b>Location:</b> Piraeus
<b>Replaced by:</b> Corporate Communication Assistant & Receptionist	<b>Function:</b> Corporate Communication & Administration
<b>Manager/Individual Contributor:</b> Manager	<b>Budget Responsibility:</b> Yes
<b>Purpose of the Position:</b>	
Coordinate, maintain and support all activities regarding corporate communication and brand management of the company. Responsible for planning and implementing internal and external communication, the company aiming to increase understanding and awareness of the organization and build positive experience.	

<b>Key Accountabilities:</b>
<ul style="list-style-type: none"> <li>• Suggest the appropriate vendors for corporate communication needs and act as the point of contact with PR consultancies, advertising agencies and marketing services consultancies</li> <li>• Be proactive for future promotional needs regarding customers, associates, employees, brochures, banners, company profile etc.</li> <li>• Responsible for monitoring updates in social media of the company, handling by external partner (consultancy firm)</li> <li>• Coordinate and host company events</li> <li>• Coordinate conferences and exhibitions</li> <li>• Coordinate corporate photo shooting, video</li> <li>• Provide practical support to the management team by writing speeches and presentation scripts, press releases or relevant needs</li> <li>• Forward newsletters, press releases, or other material regarding corporate activities to the external partner (consultancy firm)</li> <li>• Handle corporate and promotional presents</li> <li>• Inform Arkas Holding, Tarros Spa, regarding Companies' news, actions etc.</li> <li>• Update Arkas Line, DAL, Yang Ming site's Contact Lists</li> <li>• Handle employees' Business Cards</li> <li>• Handle port operation's amenities</li> <li>• Manage My Arkas Portal</li> <li>• Manage Site's content</li> <li>• Handle company's surveys</li> </ul>

- Responsible for Crisis Communication
- Responsible for CSR activations, handling donations, sponsorship
- Handle quality standards

#### **Additional tasks:**

- Plan and handle annual budget and ensure cost effectiveness
- Ensures that the guidelines and compliance from the corporate CC directorate are applied
- Responsible of evaluating performance of team
- Responsible of leaves approval for team
- Participates in Managers/Supervisors meetings

#### **General Responsibilities:**

*Responsibilities that apply to everyone who works at Arkas Hellas Group*

- Follow general company's policies
- Respect colleagues and embrace diversity
- Be consistent with company's values
- Put customer in the center of all daily activities
- Support and quickly adapt any innovations and changes within company

#### **Knowledge and Competencies:**

*Qualifications that are necessary for someone to fill the position*

- University degree in Business Administration
- Minimum 3 years previous relevant working experience
- Excellent communication skills
- PR skills
- Social Media Awareness
- Verbal and Written communication skills in Greek/English
- PC literacy

#### **APPROVALS**

**POSITION HOLDER: KATERINA GOULA**

**M.D. People, communications and shared Services: WANDA COSTOPOULOS**

**MANAGER (of the position): WANDA COSTOPOULOS**