



POSITION CARD

DOCUMENT HISTORY _ VERSION
CREATED: 12.2022
UPDATED: 08.2024
VERSION HISTORY: 3

Position: Corporate Communication Assistant & Receptionist	Company: Arkas Hellas
Department: Corporate Communication	Report to: Board Secretary & CC Coordinator
Position Holder: Evelyn Helioudaki	Location: Piraeus
Replaced by: Board Secretary & Corporate Communications Coordinator	Function: Reception
Manager/Individual Contributor: Ind. Contributor	Budget Responsibility: No
Purpose of the Position:	
Handle and monitor social media, portal and all activities regarding corporate communication of the company. Coordinate, maintain and support the smooth running of the office and office supplies. Responsible for meetings and visits, organizing files, answering phones.	

Key Accountabilities:
<ul style="list-style-type: none">• Serve visitors by greeting, welcoming, and directing them appropriately• Notify company personnel of visitor/partners arrival• Maintain telecommunications system• Inform visitors by answering or referring to inquiries• Keep a safe and clean reception area by complying with procedures, rules, and regulations• Responsible for orders for essentials and stationery• Communication with the technicians for damages• Responsible for monitoring updates in social media of the company, handling by external partner (consultancy firm)• Forward newsletters, press releases, or other material regarding corporate activities to the external partner (consultancy firm)• Handle corporate and promotional presentations• Handle employees' Business Cards• Cabotage permission – request• Manage My Arkas Portal• Update portal's contact lists of Arkas Hellas Group• News content for My Arkas Portal and monitoring of content posts• Be proactive for future promotional needs regarding customers, associates, employees• Manage donations



Additional tasks:

- Suggest the appropriate vendors for corporate communication needs and act as the point of contact with PR consultancies, advertising agencies and marketing services consultancies
- Be proactive for future promotional needs regarding customers, associates, employees, brochures, banners, company profile etc.
- Managing Site's content
- Handling surveys
- Monitor meetings
- Board (OKTB) & Visas requirements

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 1 year of relevant working experience
- Excellent communication skills
- PR skills
- Social Media Awareness
- Verbal and Written communication skills in Greek/English
- PC literacy

APPROVALS

POSITION HOLDER: EVELYN HELIOUDAKI

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

MANAGER (of the position): KATERINA GOULA