**OPERATIONS SUPPORT OFFICER**

**(REF – OSO\_A01)**

**Job Title:** Operations Support Officer

**Based in:** Athens, Greece  
**Reports To:** Real Estate Director

Send us your CVs to [career@alsvit.com](mailto:career@alsvit.com)

**Objective:**

ALSVIT a HipoGes Iberia Company, is looking for a results-oriented assistant to help with Asset Management projects.

**Main Responsibilities:**

* Data Management and Entry
* Back-office functions
* Archive Client inflows and outflows for performance measurement
* Update reporting sheets and record maintenance
* Assist associates to optimize processes

**Key Competencies:**

* Strong communication/presentation skills
* Exceptional analytical and organizational skills
* Strong problem - solving skills
* Effectiveness under pressure

**Requirements:**

* Bachelor’s degree in business administration / economics
* Previous related experience/internships
* Detail oriented and highly organized
* Analytical skills
* Verbal and written communication skills
* Excellent Microsoft Office applications skills
* Good knowledge of English