

Location: Tripolis, Arcadia or Chania, Crete, or Remote
Job Type: Full-time Internship

Administrative Assistant at the YEC

As an Administrative Assistant at YEC, you are responsible for various administrative duties of our department managers and the executive director. This may include to ensure effective and efficient office operations; to assist with administrative support functions, such as researching, compiling data, handling general projects, generating reports, and performing related work as required.

Our Administrative Assistant plays a key role in the functionality of the YEC, while bridging the gap between all our departments.

Responsibilities:

- Provide comprehensive administrative support to the director.
- Manage director's calendar, including internal and external meetings.
- Maintain confidentiality and discretion.
- Submit all expense reports and receipts on behalf of director
- Organize and update director's electronic files as needed.
- Edits and completes first drafts for written communications to external stakeholders
- Manage director's ad-hoc projects.
- Assist with personal scheduling, travel, and home projects

Requirements:

- Excellent verbal and written skills in English.
- Analytical and detail oriented with the ability to multitask
- Tech savvy: Apple, Google Drive/Docs/Calendar, knowledge of latest tools and apps to better the productivity of small businesses.
- Able to intuitively shift priorities at any given moment.
- Inherently focused on creative approaches to solving operational problems efficiently.
- Recent Graduate or Graduate

If you are interested in it? Fill the [application form](#) now!

What we offer:

- Working in a creative, dynamic, and young environment
- Being a full member of the Organization
- Attending at status meetings with brainstorming ideas for content development
- Benefitting from our think tank
- Knowledge sharing with colleagues
- Own work schedule
- Participation at any event of the YEC
- Continuous internal trainings and workshops that will help you to develop further your skills
- Access in significant network

Even if you do not have all the above skills, but you have the **PASSION** and **WILLINGNESS** to learn, please fill the [application form](#).

Note that we review applications on a regular basis. Only complete applications will be reviewed.

It will be our pleasure to meet you!

About YEC:

The Youth Entrepreneurship Club (YEC) is a non-profit, non-governmental organization founded in 2015 by a group of young people who love entrepreneurship and technology. We encourage, support, unite and connect entrepreneurs, scientists, students, the unemployed and social ventures. We provide tools they need to create innovative projects, i.e. sharing local economies, we encourage them to stay in the country and picture the future with optimism.

YEC creates a communication channel between academic institutions, the actual market, and society. In this way, we contribute to forming a dialogue between science and everyday life, foreseeing the entrepreneurial potential of the produced knowledge. We manage national and European wide conferences, seminars, webinars, speeches, open coffee events and counting more in future.

YEC provides information on exchange programs, funding, and counseling for the benefit of those who are engaged or wish to engage in our organization. YEC group seeks to expand to as many local communities as possible using multiple activities which aim to transfer knowledge, opportunities, and experiences such as competitions, educational trips, thematic workshops, educational games, lectures of scientific and business training.

YEC enables young interns coming from abroad to share their experience, enhancing cross-border networking and cooperation. We are profiting from teamwork abilities, networking

with institutions and businesses, volunteering and experience in various fields of entrepreneurship (i.e. financial & business planning, marketing, fundraising).

See more about us at <https://youthentrepreneurship.club/> or at [YEC Presentation](#).

For further information, please [contact us](#).