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## Executive Assistant to the Chairman

Psychiko, Attiki, Greece | Admin

**EFA GROUP** comprises companies in Aerospace, Security, Defense, and Industrial Cooperation with a solid international presence. EFA GROUP currently employs more than 220 people, most of whom are engineers and scientists. The GROUP has established offices across 6 international regions: Greece, Cyprus, Switzerland, USA, UAE, and Singapore to serve its customers in 34 countries worldwide. **EFA GROUP** includes **EFA VENTURES** (Supply Chain Management and integrated services), **AEROSPACE VENTURES** (Industrial Participation and related services), **SCYTALYS** (Systems Integration and Software), **ES SYSTEMS** (MEMs & IoT Integration), **EPICOS** (Global Defense B2B Information Platform), **UCANDRONE** (Unmanned Systems), **AETHER AERONAUTICS** (Target Drones), **STHENOS AI** (Intelligence Solutions).

We are seeking a highly organized, motivated, and proactive **Executive Assistant** to the Chairman to support the Group's top executive in managing day-to-day operations, communication, scheduling, and coordination across multiple business units and international stakeholders. This role requires professionalism, discretion, and the ability to thrive in a dynamic, fast-paced environment.

### Responsibilities:

- Coordinate and maintain the Chairmans's calendar, ensuring alignment with strategic priorities and timely execution of commitments across Psychiko and Koropi.
- Organize meetings, prepare agendas, compile briefing materials, presentations, and ensure all follow-up actions are completed.
- Draft, review, and manage correspondence and communication on behalf of the Chairmans with internal and external stakeholders.
- Plan and manage complex international and domestic travel arrangements, including itineraries, accommodations, visas, and logistics.
- Prepare reports, presentations, confidential documents, and materials for board discussions and strategic reviews.
- Ensure efficient and secure flow of information between the Chairmans's office and EFA GROUP companies, maintaining strict confidentiality.
- Act as the primary liaison for the Chairmans's office, managing relationships with senior executives, governmental bodies, partners, and industry representatives.
- Track, support, and monitor strategic initiatives, deadlines, and executive priorities.
- Ensure adherence to corporate governance protocols and defense-industry standards in all documentation and communication.

### Qualifications:

- Bachelor's degree in Business Administration, Management, Communications, or related field (preferred).
- At least 3 years of experience as an Executive Assistant, Personal Assistant, or similar role supporting senior executives.
- Strong proficiency in Microsoft Office Suite (Word, Excel, PowerPoint); ability to prepare polished presentations is a strong plus.
- Demonstrated experience in managing complex schedules and travel arrangements.
- Fluency in English, excellent written and verbal communication skills.
- Exceptional organization, prioritization, and time-management skills.
- Ability to work independently while engaging effectively across teams and companies.
- Ability to maintain strict confidentiality, exercise discretion, and demonstrate sound judgment.
- Flexibility to work between Psychiko and Koropi and travel as required.

### Personal Attributes:

- Professional and polished demeanor.
- High level of integrity, confidentiality, and trustworthiness.
- Strong interpersonal skills and ability to interact with high-level stakeholders.
- Positive attitude, adaptability, and ability to handle shifting priorities in a fast-paced environment.
- Proactive, resourceful, and able to anticipate needs.
- Resilient, calm under pressure, and solutions-oriented.

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