

Think Silicon is one of the few companies worldwide that have the expertise to develop ultra-low power, high-performance graphic IP technology for mobile/embedded devices. Think Silicon is seeking for enthusiastic administrative personnel to join our team and accelerate the development of the next generation heterogeneous multicore GPUs targeting the Wearable and IoT market.

Administrative, Assistant

Job Description / Responsibilities

Candidate must have a positive attitude, perform administrative duties which include maintaining department accounts, compiling information, analyzing data, and preparing reports; coordinates activities and financials of EU and international projects, prepare financial reports; prepare and processes correspondence, meeting agendas, general administration work, booth duty on international trade shows, publication materials; prepare purchase office supplies and business travel, maintain timekeeping sheets and schedules.

Requirements

- Strong experience in financial management and control of EU projects (FP7, H2020)
- Assist with month-quarter end closing activities
- Accounting and bookkeeping skills
- Program coordination skills
- Strong organizational skills, ability to prioritize and multi-task
- Strong Experience with MS Word, MS Excel, MS Power Point and Outlook,
- Excellent verbal and written communication skills in English
- Ability to take meeting minutes in English
- Exercise good judgement and maintain confidentiality in maintaining
- 3+ years' work experience
- College/University post graduate degree in Business Administration (BA), Finance or Management
- Other duties as assigned

Think Silicon offers:

- Competitive salary
- Great work environment
- International travel to trade shows
- The opportunity to contribute to world-class technology development
- Exposure to international standards bodies

Location:

The candidate will work in our offices in Patras, Greece.

Contact:

If you feel that you want to contribute to our company, you are welcomed to send your CV or Resume to: careers@think-silicon.com (Reference number: SecAd_010)

General:
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