



Assistant Energy Operations Officer

Location: Athens, Greece

Employment type: Full-time

Paralos Energy, a well-established energy projects construction company have a new and exciting opportunity to join their fast paced and growing team in the role of *Assistant Energy Operations Officer*. The role was created to support the existing Accounting Team. This role reports directly to the Head of Wind Turbine Services and Finance & Accounting Manager.

Responsibilities:

- Supports the Accounting and Wind Turbine Services project team needs (related to scheduling, data management, expense management and communication) in close collaboration with other operations and administrative support staff
- Assists in issuing and managing monthly certificate works of the O&M department
- Management and control of Work Orders (WO) process flow
- Data entry, monitoring and managing Paralos Energy's Contracts and Purchase Orders database in the ERP software
- Supports the Accounting team on the project's P&L Analysis data entry
- Reviews and reconciles staff expenses in a monthly basis
- Other support requests as determined by the Finance & Accounting Manager or the Head of Wind Turbine Services

Qualifications:

- BA/BS degree in statistics, business administration, accounting, finance or relevant field
- 1-3 years of proven working experience at a similar position
- Strong knowledge in MS Office: Word, Excel and Outlook
- Excellent written and verbal communication skills in Greek and English
- Organization, multi-tasking and time management skills
- Team working and problem-solving attitude
- Detail-oriented and with good follow-up skills

Desired Qualifications:

- Knowledge of Spanish or Italian language will be considered a plus
- Knowledge of accounting, data and administrative management practices and procedures
- Previous experience in a construction company related to energy sector will be considered an asset

What we offer:

- Interesting and diversified opportunities in the fast-growing energy sector
- Interdisciplinary teamwork in a successful and dynamic company
- Friendly and challenging working environment

We look forward to receiving your application via our online form.

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