1. Finance Manager / Expert (1 person)

CV Submission deadline: 20.07.2020

Job Description

The holder of the position is responsible for the smooth operation and performance of the company's accounting and financial issues. All the communications (written or verbal) within and outside of the company will be in the English language.

Main Responsibilities and Duties

- For the accounting illustration of daily transactions, including general accounting accounts, fixed assets, receivables and liabilities.
- For the agreements of banks (reconciliations of bank accounts), accounts receivable and payable.
- For the preparation and timely settlement of all tax liabilities.
- For the preparation of the closing of the annual financial statements according to the IFRS and the Greek law.
- For the smooth conduct of the annual audit by statutory auditors, in collaboration with them, to ensure the correct presentation of the company's financial statements.
- For the preparation of the annual budget and the five-year business plan of the company, as well as their monitoring and regular reporting to the BoD.
- For the organization of the information in an easily accessible and useful way to the Administration.
- For the compliance with the existing legal framework.
- For the communication with the Financial Departments of the shareholders.

Required Qualifications/Skills

- University degree in Business Administration, Accounting and Finance, or other related.
- At least 8-year work experience in an organized accounting department, of which at least 3 years in the position of Chief Accountant.
- Excellent knowledge of International Financial Reporting Standards (acquisition of ACCA is highly desirable).
- Excellent knowledge of tax law (Code of Income Tax, VAT, etc.).
- Analytical thinking, ability to manage large volumes of quantitative data, problem solving ability, emphasis on accuracy and detail.
- Developed management capacity, team guidance and communication skills.
- English language literate both in written and orally.

2.a IT expert - ICT Project manager (1 person)

CV Submission deadline: 20.07.2020

Job Description

Define, plan, manage and deliver corporate ICT projects. The Organization has a demanding IT investment plan including a complex IT architecture landscape and communication / interconnections with many different external parties / stakeholders. Detailed planning and implementation of the project is necessary for this job. He/She will be part of a diverse team of IT Engineers spanning all aspects of IT (Network Engineers, Datacenter and Infrastructure Engineers, etc.). The projects are usually complex involving many partners and different technologies. All the communications (written or verbal) within and outside of the company will be in the English language.

Main Responsibilities and Duties

- Design the ICT projects and define detailed timelines and budgets.
- Develop detailed technical specifications of the projects.
- Monitor the implementation of the projects.
- Manage technical difficulties and deviation from the time schedule and the budget.
- Manage/coordinate cross departmental teams effectively.
- Report to the upper and senior management.
- Create the required tenders / bids based on technical specifications.
- Interact and co-operate with other stakeholders of the projects.
- Monitor the project, interact and supervise the contractors, provide solutions both in technical as well as in administrative level.
- Document the project profitability by closely monitoring all involved project costs.
- Organize the acceptance tests and the partial / final acceptance of the projects.
- Communicate the results of the projects to the Upper and Senior Management.

Required Qualifications/Skills

- A Technical University Degree in Electrical / IT Engineering is mandatory
- A postgraduate degree in IT or project Management will be highly appreciated
- At least three years' experience in similar work
- Knowledge and utilization of Project management methods (e.g. PRINCE2, LEAN) is appreciated
- Deep Knowledge of Project management tools like MS Project / Primavera is essential

- Strong communication and interpersonal skills
- English language literate both in written and orally.

2.b IT expert - IT Network / Infrastructure Engineer (1 person)

CV Submission deadline: 27.07.2020

Job Description

Design, manage, maintain and troubleshoot the Organization IT Network and Corporate Infrastructure equipment. The Organization has a multilayered Network and Infrastructure architecture and a mixed technology environment (Microsoft / Linux, Microsoft/Oracle, VMware /Oracle). Most of the equipment is under maintenance contracts, while there is a need to expand the IT network and Infrastructure to meet the increasing business needs. All the communications (written or verbal) within and outside of the company will be in the English language.

Main Responsibilities and Duties

- Monitor and maintain the network equipment (switches, routers, firewalls, IDS, Antispam etc.)
- Monitor and maintain the infrastructure equipment (Servers, Storages, Tape Libraries etc.)
- Troubleshoot first and second level alerts and issues
- Monitor Datacenter operations
- Address upper level issues to the relevant contractor based on the specific maintenance contracts
- Identify maintenance contracts that have expired, or are close to expiration and initiate process to renew them
- Identify unsupported equipment and initiate process to create a support contract
- Accept queries and demands and meet the requests within specific time limits
- Participate in the design of specifications for new equipment / services
- Participate in the tender processes
- Participate in the implementation of the projects, the acceptance tests and the acceptance of the projects in cooperation with the ICT project Manager
- Monitor and maintain the Organization Virtual infrastructure mainly in VMware and OVM environments
- Propose solutions in the problems that arise in the telecommunication / infrastructure area

- Work under pressure and in tight deadlines to effectively manage the ever increasing volume of network and infrastructure devices and software

Required Qualifications/Skills

- A Technical University Degree in Electrical / IT / Computer Engineering is mandatory
- A postgraduate degree in IT will be highly appreciated
- At least three years' experience in similar work
- Extended knowledge of networking
- Knowledge of VMware, OVM hypervisors
- Knowledge of Microsoft Domain (Windows Server 2016, Active Directory, DNS, DHCP etc.)
- Knowledge of Redhat and Oracle Linux
- Knowledge of EMC and IBM Storages
- Certifications in the CISCO/Microsoft/Oracle/VMware/Linux areas are highly appreciated
- Fluency in English (read/write/speaking)
- Strong interpersonal skills
- Team player and trustworthy

3. Engineer, Director of Operational Business Department (1 person)

CV Submission deadline: 20.07.2020

Job description and Responsibilities

Supervising and directing a team of engineers that carries out tasks related to the electricity grid of a European region and specifically, the creation of grid models, security analysis, inter-zonal capacity calculations, adequacy forecasts and outage coordination, by following daily processes and using provided software tools. Good knowledge of the business and the operational framework of Regional Security Centers in Europe. Provide reports and communication to the CEO. Representing the company in European institutions as requested after the approval of the BoD. All the communications (written or verbal) within and outside of the company will be in the English language.

Prepare proposals for the improvement of the provided services and prepare technical business specifications for the deployment of new services.

Required Qualifications/Skills

- A University degree in Electrical Engineering
- A postgraduate degree in Power Systems
- At least five years' experience in similar work.
- Fluency in the English language.
- Strong interpersonal skills
- Initiator and problem solver
- Excellent communication skills

4. Senior Engineer (6 persons)

CV Submission deadline: 27.07.2020

Job description and Responsibilities

Carry out tasks related to the electricity grid of a European region and specifically, the creation of grid models, security analysis, inter-zonal capacity calculations, adequacy forecasts and outage coordination, by following daily processes and using provided tools. Communication with the Transmission System Operators of the region and other Regional Centers in Europe. All the communications (written or verbal) within and outside of the company will be in the English language. The work will be carried out in shifts as the company will operate 365 days/24 hours. Training will be provided. All the communications (written or verbal) within and outside of the company will be in the English language.

Need to make decisions and provide solutions in short timeframe. Participation in proposals for the evolvement of processes and tools.

Required Qualifications/Skills

- A University degree in Electrical Engineering with emphasis on Power Systems analysis.
- At least two years' experience in similar work
- A postgraduate degree will be highly appreciated
- Fluency in the English language.
- Team player and trustworthy
- Strong interpersonal and communication skills

5. Junior Engineer (2 persons)

CV Submission deadline: 27.07.2020

Job description and Responsibilities

Carry out tasks related to the electricity grid of a European region and specifically, the creation of grid models, security analysis, inter-zonal capacity calculations, adequacy forecasts and outage coordination, by following daily processes and using provided tools. Communication with the Transmission System Operators of the region and other Regional Centers in Europe. All the communications (written or verbal) within and outside of the company will be in the English language. The work will be carried out in shifts as the company will operate 365 days/24 hours. Training will be provided. All the communications (written or verbal) within and outside of the company will be in the English language.

Necessary Qualifications/Skills

- A University degree in Electrical Engineering with emphasis on Power Systems analysis.
- Fluency in the English language.
- Team player and trustworthy.

6. Administrative Support (1 person)

CV Submission deadline: 20.07.2020

Job description

The job purpose is to provide essential administrative support within the company and fulfil duties and tasks assigned by the CEO and the Directors. All the communications (written or verbal) within and outside of the company will be in the English language.

Main Responsibilities and Duties

- Execute administrative matters concerning the governing bodies and the Directors
- Manage the protocol
- Monitor and process the correspondence
- Coordinate support for staff across the company
- Follow up the implementation of the Proposals and Decisions of the Management
- Deal with third parties, such as for scheduling meetings or obtaining information
- Interact across all levels of the company and use discretion when working with sensitive/confidential information
- Duties in terms of staff administration, salaries, etc. (HR functions) in collaboration with the Finance Manager/Expert of the company

Necessary Qualifications/Skills

- Excellent computer skills (e.g. MS Office: Word, Excel, Outlook, PowerPoint)
- Excellent knowledge of English
- Organized and detail-oriented
- Excellent communication skills, both written and verbal.
- Ability to manage and solve problems

7. Legal Support (1 person)

CV Submission deadline: 27.07.2020

Job description

Legal support of the company shall include both legal advice on the company's function and performance of tasks and representation before public authorities and courts. All the communications (written or verbal) within and outside of the company will be in the English language.

Main Responsibilities and Duties

- Legal advice to all bodies of the company on European and Greek energy and corporate law. Previous experience in tax law is an asset.
- Legal support related to the EU mandated regional security coordination tasks provided to the Transmission System Operators.
- Legal support related to cooperation of RSCs and TSOs on a pan-European level.
- Representation before EU and Greek authorities and courts as the case may be after the approval of the BoD.
- Legal support to the General Assembly and the Board of Directors.

Necessary Qualifications/Skills

- Attorney at law, member of a Bar Association in Greece
- 5 years' experience in energy and commercial law
- Representation rights at least before a court of appeals
- Fluent in English