



Location : Thessaloniki
Type : Traineeship
Duration : 3 months

Apogee Information Systems (<http://apogee.gr>) is a company specialized in today's emerging business sectors and latest technologies, namely web applications, project management, human resources, research consultancy and online marketing services. We provide our services throughout Europe and bring accuracy, quality and solid results to our customers and partners. Our international recognition is ensured by our continuous evolution, high level of responsibility, integrity and creative thinking. Apogee is committed to success by transforming challenges into solutions.

We offer a **Traineeship as Administration & Management Assistant** for an interesting work experience at our premises in Thessaloniki, Greece.

We are looking for someone who wants to further develop his/her following **skills & talents**:

- Organizational support
- Sales & Marketing
- Communication skills (oral & written)
- Understanding of HR policies
- Developing emails/newsletters
- Technical Writing
- Researching
- Studying on the fields of Marketing, Business or Economics would be an asset
- Fluency in English
- Knowledge of any other European language is an asset

We offer:

- Ability to develop your skills in a professional context
- Advancement opportunity
- Being part of a multinational team
- Work in an international context

Please kindly submit your CV in English at hr@apogee.gr and also inform us of your **availability**.