

Legal Administrative Assistant

CrediaBank, which was created through the merger of Attica Bank and the former Pancreta Bank, is looking for a **Legal Administrative Assistant** to join our dynamic team.

Job details

Job type: **Full-time**

Location: **Athens, Greece**

Apply via email to: recruitment@crediabank.com

About the job

CrediaBank is seeking for a **Legal Administrative Assistant** within the Legal Services Division. The job holder will be responsible for providing administrative and secretarial support, facilitating the work of lawyers, and ensuring the smooth operation of the unit, ensuring compliance with the Bank's procedures and policy framework. The ideal candidate will have experience in administrative support, preferably in a legal or corporate environment, and demonstrate strong organizational skills and a results-oriented mindset as well as the ability to effectively communicate various internal and external groups.

Responsibilities

- Provide administrative support to lawyers in their duties
- Manage incoming and outgoing correspondence and legal documents from court bailiffs
- Register all pleadings, legal documents and requests in the unit's system and forward them to the appropriate recipients
- Handle legal files, contracts and documentation, organize and compile supporting documents, evidence and related information, while ensuring confidentiality and adherence to established procedures
- Liaise with collaborating lawyers, notaries and bailiffs to ensure proper information and document flow
- Monitor deadlines for court cases and update the relevant calendar for internal and external lawyers
- Manage calendars, appointments, and teleconferences and participate in departmental meetings and record minutes
- Maintain and update physical and electronic filing systems.

Qualifications

- University degree, preferably in Business Administration, Economics or a related field
- Paralegal certification will be considered an asset
- Excellent command of the Greek and English language (written and spoken).
- Excellent computer skills, with emphasis on MS Office applications
- Familiarity with legal services management systems (e.g., ALMA or similar).
- Knowledge of basic legal terminology and procedures
- Solid understanding of legal documents and court processes

- Minimum of **two (2) years** of prior experience in administrative support, preferably in a legal or corporate environment.
- Strong organizational and time management skills
- Effective communication with colleagues and external partners and team spirit
- Discretion and confidentiality
- Results-oriented mindset with an ability to manage change and propose solutions
- Ability to adapt in a fast-paced environment.

About CrediaBank

CrediaBank was created through the merger of Attica Bank and the former Pancreta Bank and is the 5th largest bank in Greece in terms of assets. It is a modern banking institution with a network of 65 branches and 5 business centers across the country, serving approximately 300,000 individuals and businesses with a wide portfolio of deposit, investment, and insurance products, mutual funds, loans, and brokerage services. Customer service is a top priority for CrediaBank, which is why it is the only bank that welcomes customers both with and without appointments, offers cashier services available throughout the day, and operates with extended hours through the CrediaConnect service.

CrediaBank operates as a credit institution supervised by the Bank of Greece, strictly applying both European and national regulatory frameworks governing the operation of banks. More information about the Bank is available on our website <https://www.crediabank.com/>

We respect your personal data

CrediaBank, taking into account that the personal data of candidate employees is of great importance, informs you in accordance with Regulation (EU) 2016/679 and the relevant provisions of the applicable Greek legislation for the protection of personal data, in its capacity as controller of the type of personal data it collects, the reason they are collected and processed and how long they are retained here <https://www.crediabank.com/gdpr/>