



ΚΥΡΙΑΚΙΔΗΣ ΓΕΩΡΓΟΠΟΥΛΟΣ  
Δικηγορική Εταιρεία

## Business Applications Assistant | IT05A

KG Law Firm, a leading and innovative Greek law firm, recognized as one of the largest and most prestigious multidisciplinary law firms in Greece, is looking for a **Business Applications Assistant** to join its growing IT team.

This is an exciting opportunity to support the digital backbone of one of Greece's top-tier law firms and actively contribute to its ongoing digital transformation.

### Key Responsibilities:

- Provide technical and administrative support for the firm's business software applications (billing systems, DMS, etc.).
- Collaborate with vendors and internal teams to coordinate software maintenance and enhancements.
- Design and generate business reports using specialized reporting tools.
- Organize and deliver user training sessions to promote effective system utilization.
- Identify and propose improvements to existing tools, and assist in evaluating and implementing new solutions.
- Actively participate in digital transformation and process optimization initiatives.

### Required Qualifications:

- Bachelor's degree in Information Technology, Business Information Systems, or a related discipline with a focus on software applications.
- At least 2 years of experience in a similar role.
- Excellent command of English (Proficiency level).
- Solid understanding of SQL.





- Strong communication skills and ability to work effectively with cross-functional teams.
- Excellent organizational skills with the ability to prioritize tasks and meet deadlines.

**Preferred Qualifications (a plus, but not mandatory):**

- Familiarity with Microsoft Office applications and developer tools.
- Exposure to or interest in AI technologies and automation tools.
- Scripting or programming skills.
- Familiarity with document management systems.
- Experience to ERP and Billing Systems.
- Previous experience in a professional services or legal environment.

**Our Offering:**

At KG Law Firm, our compensation program is designed to recognize and reward employees for their contributions and the value they bring to the firm.

We offer competitive pay and benefits tailored to attract, retain, and motivate top talent.

If you are ready to join one of Greece's most prominent multi-tier business law firms, click [here](#) and become part of our team. Application Code IT05A