

OFFICE ADMINISTRATOR

On behalf of our client, a well-established and highly reputable Russian Trading Company with fully fledged offices in Limassol, we are seeking to recruit for immediate employment a dynamic professional for the position of **Office Administrator (OA)**.

Job Responsibilities

- Organise, categorize and file all documents and provide them on request
- Schedule meetings and appointments
- Organize office operations and procedures and order stationery and equipment
- Oversee office maintenance and arrange necessary repairs
- Manage contracts with office vendors and service providers
- Liaise with facility management vendors, including cleaning, catering and security services
- Provide general support to visitors
- Address employee queries regarding office management issues (e.g. stationery, hardware and travel arrangements)
- Plan in-house or off-site activities, like office parties, conferences and other events
- Arrange office kitchen supplies

Qualifications

- Fluent in written and spoken English & Greek. Russian is highly desired.
- High School degree; Additional qualifications as an Administrative Assistant or Secretary will be considered a plus
- Prior experience as an Office Manager, Front Office Manager or Administrative Assistant
- Knowledge of office administration responsibilities, systems and procedures
- High level of integrity, confidentiality, dependability and professionalism
- Outstanding organisational, multitasking and time management abilities
- Attention to detail
- A creative mind with an ability to suggest improvements and solve problems
- Excellent verbal and written communication skills
- Computer literate and proficiency in MS Office (MS Excel and MS Outlook, in particular)
- Hands-on experience with office machines (e.g. fax machines and printers)
- Familiarity with email scheduling tools, like Email Scheduler and Boomerang will be considered a plus

Remuneration

An attractive remuneration package will be offered to the successful candidate.

Please e-mail your resume by Monday, 19 February 2018, to careers@chelcomanagement.com quoting OA-F 02-2018. All applications will be treated in strict confidence.