

## Administrative Officer

On behalf of our client, a well-established international organisation operating in the region via its fully fledged offices in Limassol, we are seeking to recruit for immediate employment a dynamic professional for the position of Administrative Officer (AO).

### Job Responsibilities

- Manage administrative procedures, processes and systems
- Provide support for logistics and travel arrangements
- Process procurements. This includes drawing of petty cash, making purchases, collecting receipts/invoices, collecting quotations where necessary and submitting all required documentation to finance.
- Produce expense report data
- Assist with HR and recruiting efforts and keep records of time allocations and accountability of staff by ensuring that timesheets are accurate and submitted on time
- Provide general support to management

### Qualifications

- Minimum 3 years of experience in business, organizational administration, human resource management, finance management, accounting or related/similar relevant professions.
- Experience with international NGOs, development companies, or similar organisations will be considered a plus
- A university degree in business administration, HR, accounting or a related business management field is required.
- Fluent in written and spoken English
- Advanced computer skills in MS Office programs are required, particularly MS Excel.
- Knowledge of program management (Podio) and/or finance/accounting software will be considered an advantage.
- Ability to work independently and learn quickly. A self-starter is a must.
- Outstanding organisational, multitasking and time management abilities

### Remuneration

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

Please e-mail your CV by Friday, 27 September 2019, to [careers@chelcomanagement.com](mailto:careers@chelcomanagement.com) quoting **AO 9-2019**. All applications will be treated in strict confidence.