

Office Assistant

We are seeking to recruit for immediate employment an enthusiastic **Office Assistant** to join the company's head office in Limassol.

Job responsibilities

- Manage administrative/clerical tasks, procedures, processes and systems
- Answering phone calls, taking and delivering messages
- Schedule meetings and appointments
- Meet and greet visitors
- Follow up on staff timesheets
- Assist with electronic and hard copy filing
- Handle incoming and outgoing correspondence and couriers
- Organize office operations and procedures and order stationery and other supplies
- Oversee office maintenance and arrange necessary repairs
- Manage communication with office vendors and service providers

General requirements:

- Fluent in written and spoken Greek and English. Russian will be considered a plus but is not required.
- College degree in a related field will be consider a plus
- Experience in a corporate services environment
- Knowledge of office administration responsibilities, systems and procedures
- High level of integrity, confidentiality, dependability and professionalism
- Highly energetic, an agreeable personality, courteous and a team player
- Outstanding organisational, multitasking and time management skills
- Computer literate and proficient in MS Office. Knowledge of ProfitMaker, or similar, will be considered a plus

An attractive remuneration package will be offered to the successful candidate based on qualifications and experience.

Please e-mail your CV to careers@chelcomanagement.com quoting OA 2-2022. All applications will be treated in strict confidence.

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