

Internal Operations Officer

On behalf of our client, a well-established international organisation in the aviation industry operating via its fully fledged offices in Larnaca, we are seeking to recruit for immediate employment a dynamic professional for the position of Internal Operations Officer (IOO).

Job responsibilities

- Manage administrative procedures, processes and systems
- Provide support for logistics and travel arrangements and expenses
- Process procurements. Produce reconciliations, check invoices, handle management accounts, prepare budgets, report variances and recommend plans.
- Produce expense report data
- Assist with HR to 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, finance and accounting or related professions.
- A college/university degree in business management and administration, accounting or a related field is required.
- Fluent in written and spoken Greek and English
- Advanced computer skills in MS Office programs are required.
- Knowledge of finance/accounting software will be considered an advantage.
- Ability to work independently and learn quickly.
- Outstanding organisational, multitasking and time management skills.

Remuneration

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

Please e-mail your CV to careers@chelcomanagement.com quoting **IOO 4-2024**. All applications will be treated in strict confidence.

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