

Our company is looking to hire on a full time basis, an OFFICE ADMINISTRATOR.

We welcome recent graduates.

The job is on a Monday to Friday basis and is for our office in Nicosia, Cyprus.

Requirements:

- University degree in Secretarial studies or Office Administration
- Clean Police record
- Driving license
- Very good Greek and English knowledge (verbal/written)
- Pleasant personality
- Eager to learn

Responsibilities include amongst others:

- Secretarial Duties (filing/sending emails, handling phone calls with suppliers and clients)
- Handling invoicing system (training)
- CRM system (training)
- Follow up with clients for offers provided
- Organizing staff training and handling their requests with the management
- Supporting daily requests by staff and coordinating with manager
- Perform other daily tasks as per request by management
- Social media / website monitoring and updating

Excellent opportunity to join a growing company

Five-day job (Mon-Friday)

13TH salary

***Οι ενδιαφερόμενοι/ες να αποστείλουν email με βιογραφικό operations@enecon.cy