

Office Administrator

Limassol

Oneworld Ltd is a leading Cyprus global business services provider to a wide array of corporate and private clients.

We are looking for a high calibre individual to join our team in Limassol.

The Role

The duties and responsibilities of this position include the following:

- Handle incoming and outgoing correspondence
- Production of internal and external reports and presentation material
- Ensure the smooth operation of the office
- Manage correspondence and incoming calls
- Scheduling appointments and meetings, travel arrangements
- Production of internal and external reports and presentation material
- The successful candidate will provide support to the Director on daily activities and affairs.

The Requirements

Interested applicants should possess the following qualifications:

- College Diploma in Office Administration / Secretarial Studies
- 2-3 years' experience in a similar position
- Fluent in English language
- Strong computer skills
- Typing skills both in Greek and English
- Excellent communication and organizational skills
- High level of professionalism and discretion
- Knowledge of Russian language is considered an advantage

The Package

An attractive and competitive remuneration package will be offered to the successful candidate based on qualifications and experience. Benefits include 13th salary, 21 days annual leave and provident fund.

Applications

Interested applicants can submit their CV on our website:

<https://www.oneworldweb.net/en-us/careers/>

All applications will be treated in strict confidence.

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