

ADMINISTRATOR - OFFICER

Nicosia, Cyprus

MDP FINANCE CONNECT LTD operating in Nicosia, Cyprus is seeking to recruit an administrator officer.

The Company:

The company is offering insolvency practitioner and financial advisory services.

Responsibilities:

Reporting to the Senior Officers and the General Manager of the company, the successful candidate will have the following non-exhaustive functions:

- Acting as a first point of contact: dealing with correspondence and phone calls
- Managing diaries and organising meetings and appointments
- Organising events and conferences
- Follow up of important tasks and deadlines
- Typing, compiling and preparing reports, presentations and correspondence
- Managing databases and filing systems
- Liaising with staff and clients
- Following up with clients and associates
- Maintaining accurate payment record and following up client payments
- Accounting file organisation

Requirements:

The ideal candidate must have:

- University Degree in Business, Finance, Economics or other related field
- Good understanding of the financial services industry and practices
- Previous experience in the banking industry is considered an advantage.
- Excellent knowledge of the Greek and English languages, both oral and written
- Excellent communication, interpersonal skills and teamwork attitude
- High attention to detail

- Experience in a similar position will be considered an advantage

Remuneration:

- An attractive remuneration package will be offered to the successful candidate.
- 13th salary and 21 vacation days per year.

Please forward your CV to info@mdpconnect.com. All applications will be treated with strict confidentiality.