

Junior Officer

Nicosia, Cyprus

Key Responsibilities:

Reporting to the General Manager and the Managing Director 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 on 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 records and following up on client payments
- Accounting file organisation
- Perform any other duties assigned by the General Manager and/or the Managing Director

Requirements:

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

Remuneration:

- An attractive remuneration package based on qualifications and experience will be offered to the successful candidate.
- 13th salary
- 21 vacation days annually
- Provident Fund

- Bonus based on Company's and personal performance

Submit your CV to info@mdpconnect.com

All applications will be treated with strict confidentiality.