

VACANCY: Administrator

Imperio is currently looking to recruit a motivated individual for the position of Administrator to join our main offices in Limassol.

Main duties and Responsibilities:

- Preparation of various forms (such as Land Registry forms, client's VAT applications, EAC Forms).
- Submission of various forms through governmental portals such as Ariadni, Registrar of Companies etc.
- Arranging for execution, certification, apostil and legalization of documents.
- Archiving (Hard copy and soft copy).
- Managing outgoing and incoming correspondence, liaising with various courier services and recording data.
- Office Administration duties, including but not limited to managing inventory of office supplies, including stationery and multimedia equipment (on a monthly basis) and ensuring smooth office operations.
- Managing reception area (on rotation) , including but not limited to greeting visitors and directing them to the appropriate person and managing incoming phone calls.
- Provide clerical support.
- Be involved with the coordination and implementation of office procedures.
- Creating travel itineraries for business executives.
- Other ad-hoc duties.

Personal Characteristics & Qualifications:

- Up to 2 years of experience in similar position or holder of diploma in business, secretarial or paralegal studies or equivalent degree.
- Knowledge of the Cyprus corporate procedures will be considered as an advantage.
- Fluent in Greek and English.
- Responsible and high organized.
- Ability to work to tight deadlines.
- Strong communication skills.
- Outstanding interpersonal skills.
- Attention to detail.
- Ability to take initiative.

If you are interested in this position, please submit your CV via the following link: imperioproperties.com/careers/

All applications will be treated in the strictest confidence.

VACANCY: Junior Real Estate Analyst

Lion Global Advisors (“LGA”) is a real estate consulting firm and proud member of Imperio Group that provides advisory services including but not limited to investment advice, market analysis, project management, asset management etc.

LGA’s success is rooted in hiring exceptional people who are driven to do exceptional work, seeking the highest innovation results by creating and implementing solutions that push industry boundaries while effecting change from the ground upwards.

This is an excellent working opportunity for recent graduates who would like to start a career in the Real Estate industry. The successful candidate will have the opportunity to work alongside highly experienced specialists and consultants while enhanced training and tools will be provided to the successful candidate for the performance of the duties described below.

What you’ll do:

As a **Junior Real Estate Analyst** you will support our Real Estate Investment team in building and managing our real estate pipelines by performing quantitative and qualitative analyse; coordinating asset valuations and supporting transactions from inception to close.

Your key responsibilities include:

- Monitor the real estate market sector, follow the market trends, and prepare memos and reports.
- Provide initial review and analysis of new real estate investment opportunities, evaluate investment information, and complete financial analysis.
- Assist in analyzing potential investment opportunities including market and financial analysis using excel software.
- Assist in sourcing new opportunities by developing and maintaining relationships with our local investors, brokers, and other real estate professionals.
- Perform analysis and run financial models to support decision-making regarding the profitability and capital structure of properties and funds during the asset’s holding period.
- Perform Discounted Cash Flow (DCF) analyses for properties within established time frames.
- Assist in preparing feasibility studies for rental properties and estimating the rental price for properties that are under the management of the company.
- Assist in the promotion and management of rental opportunities.
- Attracts tenants by advertising vacant spaces; obtaining referrals from current tenants; explaining advantages of location and services; showing units.
- Adhering to all company policies, procedures, and business ethics codes and ensuring that they are communicated and implemented appropriately.
- Other duties as assigned.

Personal Characteristics & Qualifications:

- Bachelor's degree in Business Administration, Finance, Economics, Real Estate or a related field of study.
- No previous experience in the Real Estate sector is required.
- Excellent verbal and written communication skills in English and Greek.
- Excellent knowledge of all Microsoft Office applications – Word, Excel, PowerPoint
- Strong academic credentials.
- Excellent analytical skills.
- Strong communication skills.
- Ability to write clearly and in a manner that appeals to a wide audience.
- Dynamic with an ability to take initiative, solve problems and deliver results.
- Must be flexible as relates to potential travel requirements due to client service projects.
- A strong passion for the real estate industry and eagerness for continuous learning are desired.

Interested applicants may submit their CV via the following link: [imperioproperties.com/careers/](https://www.imperioproperties.com/careers/)

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