

## **PARALEGAL OFFICER:**

PFA Cyprus Holiday Homes is a leading company in Property Management Services Industry and needs to recruit a Paralegal Officer.

### Responsibilities:

- Reviewing, drafting and preparation of various corporate documents and contracts.
- Preparing all relevant forms and documentation for submission to governmental departments, financial institutions.
- Assist the Management Committees on Legal matters.
- Advise clients on financial matters such as payment of outstanding bills, debt arrangements etc.
- Assist on overlooking and following up legal cases.

### REQUIREMENTS:

- Knowledge of Cyprus Legislation in the field of Real Estate and Immovable Property Law and previous experience in that field.
- Excellent written/oral command of Greek and English Languages and good knowledge of Russian language.
- Computer proficient.
- Excellent oral and written communication skills.
- Perfect Planning and time-management skills.
- Ability to work under pressure and meet tight deadlines.
- Result oriented.

### REMUNERATION:

Competitive remuneration package according to qualifications and experience.

For any enquires and application contact:

#### **PFA Cyprus Holiday Homes Ltd**

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