

## Office Administrator

### Responsibilities

Coordinating office activities and operations to secure efficiency and compliance to company policies  
Supervising administrative staff and dividing responsibilities to ensure performance  
Keep stock of office supplies and place orders when necessary

### Job brief

Paphos Sea Cruises is looking for a reliable Office Administrator. They will undertake administrative tasks, ensuring the rest of the staff has adequate support to work efficiently.

The tasks of the office administrator will include bookkeeping and mentoring office assistants. The ideal candidate will be competent in prioritizing and working with little supervision. They will be self-motivated and trustworthy.

The office administrator ensures smooth running of our company's offices and contributes in driving sustainable growth.

### Responsibilities

Coordinate office activities and operations to secure efficiency and compliance to company policies

Supervise administrative staff and divide responsibilities to ensure performance

Manage agendas/travel arrangements/appointments etc. for the upper management

Manage phone calls and correspondence (e-mail, letters, packages etc.)

Support budgeting and bookkeeping procedures

Create and update records and databases with personnel, financial and other data

Track stocks of office supplies and place orders when necessary

Submit timely reports and prepare presentations/proposals as assigned

Assist colleagues whenever necessary

### Requirements and skills

Outstanding communication and interpersonal abilities

Excellent organizational and leadership skills

Familiarity with office management procedures and basic accounting principles

Excellent knowledge of MS Office and office management software (ERP etc.)

Send your CV at [joyce@paphosseacruises.com](mailto:joyce@paphosseacruises.com), Mrs Joyce Masoura