



Job Title: Operations Associate

Location: Maximos Plaza - Block 1, Archiepiskopou Makarou III, Limassol 3030, Cyprus

Employment Type: Full-time

Experience Level: Entry-Level - This position is perfect for recent graduates eager to take the first step in their professional journey, offering a supportive environment to learn, grow, and thrive.

Job Description:

We are seeking an Operations Associate to join our Operations Department at MEX Prime. In this role, you will play a crucial part in maintaining the company's operations, ensuring adherence to internal regulations and procedures, and supporting our clients in fulfilling their service agreements.

Key Responsibilities:

- Enforcing the Company's Internal Regulations and procedures
- Ensuring seamless operation of all company systems
- Supporting clients in fulfilling duties related to service agreements
- Assessing company operations' performance and ensuring adherence to procedures and controls
- Furthermore, the Employee may be assigned additional duties as necessary to meet business needs within their capacity

Requirements:

- Must be eligible to work in Cyprus
- Good knowledge of the English language both verbal and written
- Basic knowledge of Microsoft Office tools
- Demonstrate exceptional integrity, maturity, and strong interpersonal abilities
- Strong sense of professionalism and teamwork

Benefits:

- Gain hands-on experience, laying a strong foundation for your future career
- Enhance and diversify your skill set through on-the-job training
- As an entry-level position, there's an understanding that you're in a learning phase, allowing for a more forgiving and supportive environment
- Smooth transition from academic life to the professional world, with a supportive environment that understands the challenges faced by recent graduates

How to Apply:

If you are interested in this position, please submit your CV to eleni@multibankfx.com. Please include "Operations Associate Application" in the subject line of your email.

MEX Prime is an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.