

Marketing / Graphic Designer / Administrator (Dual Role)

About the job

DANOS LTD is seeking to hire a **Marketing / Graphic Designer / Office Administrator** to join its team. DANOS is an International Property Consultants & Valuers company in Cyprus, Serbia and Greece (in alliance with BNP Paribas Real Estate).

Position Overview:

The person to be employed shall be responsible for maintaining the smooth and efficient daily functioning of the office, provide essential administrative support to the CEO and the agency team in particular, coordinate marketing, manage promotions and contribute to the overall efficiency of the Company's media presentation.

Main Responsibilities:

- Provide administrative support to agency team.
- Assist with scheduling appointments, meetings, and other arrangements.
- Upgrading services' presentations.
- Organise social events.
- Creating appealing digital property promotions.
- Overseeing company's social media channels to ensure timing and correct content.
- Monitor and handle Social Media pages and Website.
- Create content for Social Media and Website.
- Organize special projects and events.
- Greet and assist visitors with a friendly and professional attitude.
- Keep electronic and physical filing organized and updated.
- Manage incoming calls, emails, and efficiently direct inquiries.
- Maintain office supplies and equipment.
- Maintain an organized office environment.

Top skills:

- Real estate executive assistant.
- Graphic Design.
- Graphic Design Software.
- Graphic Design Project Management.
- Video Editing.

Requirements:

- Excellent written and verbal communication skills in both Greek and English.
- Strong technical literacy, Microsoft and Adobe Acrobat skills.
- Positive personality with a can-do attitude and a collaborative approach.
- Creative thinker who can identify challenges and proactively seek solutions.
- Previous similar working experience will be considered as an advantage.

DANOS Offers:

- A competitive compensation package based on professional experience and credentials.
- A discretionary annual performance related bonus.
- Enrollment in the Company's Health Care & Life Insurance Plan.
- Professional development programs and access to seminars and conferences.
- An exceptional opportunity to work and develop in one of the most dynamic real estate services companies in Cyprus.

DANOS is an Equal Opportunity Employer.

Industry: Real Estate

Job Function: Business Admin / Marketing

Employment Type: Full-time

Apply:

Personnel Department

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