



NOW HIRING

- Receptionist / Administration Assistant -

Company Overview: Meli Property Services Ltd is a dynamic property management company and we are expanding. We are looking for special people who share our passion in innovation and technology and to join our team to revolutionize the property management industry in Paphos www.MeliPropertyServices.com

Hours: 9am-1pm & 2pm-5pm. Monday - Friday only, weekends & public holidays off

Benefits: Social insurance paid, 21 days paid holidays, use of staff kitchen & pool facilities

Qualities: Hard working, polite, loyal, trustworthy, ethical, organized, punctual, efficient, quick learner, attention to details, focused, able to follow instructions

Role: Pure air-conditioned office based administrative work including learning company PM software, coordinating rental bookings, updating calendars, following established processes, filing, answering phone, emails, data entry, scanning and general office duties.

Location: Head office, Shop 13A Byzantium Gardens, 10 Tombs of the Kings, Paphos, 8046, Cyprus. One minute walk from Paphos shopping mall. No driving license required.

Experience: Secretarial, administration, personal assistant, customer service/front of house/reception, holiday rentals, accounting experience is a bonus but not essential. Preferably in a property management or real estate office.

Languages: Fluent written and verbal English & Greek is a must. Russian, Chinese is a bonus but not a deal breaker

Computer Skills: Excellent Microsoft office (Word, Excel, Outlook) essential, Social Media (Facebook, LinkedIn, Instagram). Training in company computer software will be provided.

Remuneration: €1000 per month including social insurance.

Application Process:

Email us your CV to melissa@melipropertyservices.com

- Phone calls and messages will immediately disqualify you as you haven't followed instructions.
- Your CV should be in colour with illustrations and photos.
- Show us what computer skills you have.
- If you meet all the above criteria, explain to us how in your cover email.

* Deadline for application 25th February 2023 *