

## **Junior Banking Administrator**

### **Job Description**

We are currently looking for a motivated and highly skilled individual for the role of Banking Administrator to join our expanding team in Limassol.

### **Responsibilities**

- Assisting in the bank account opening process with well known banks in Cyprus and abroad
- Assisting with the collection of the KYC and Corporate documents of the companies and the individuals
- Efficiently completing all the renewal forms for the EMIs and Banks for the annual reviews of the banks
- Maintaining the Banking Database System

### **Requirements**

- Previous work experience as banking and/or corporate administrator
- Understanding company's documents and KYC of the clients
- Knowledge in the complex company's structures would be considered as an advantage
- Fluency in English, both verbal and written
- Proficient in MS Office
- Strong attention to detail
- Excellent communication and interpersonal skills

### **Benefits:**

- Competitive salary based on experience
- Breakfast snacks every morning
- Paid vacation/holidays
- Happy Hours every week (lunch/drinks/sweets) and many more
- Friendly environment
- Opportunities for growth and development

Apply now at [salomi\\_p@hotmail.com](mailto:salomi_p@hotmail.com)

Salomi Potamitou

Freelancer Recruiter