

## Business Development Assistant

**Location:** Paphos, Cyprus

**Type:** Full-Time

### Are you ready to shape the future of business operations?

At **Astrala Advisory Services**, we're not just an operations company, we're a growth engine for the global mid-market. From managing multi-currency payrolls to launching **Astrala Nexus**, our proprietary AI Recruiter Co-Pilot, we help firms scale by removing the administrative burden.

We are looking for a friendly, proactive **Business Development Assistant** to join our team in Paphos. If you're a natural connector who loves building genuine partnerships and brings an energetic, outgoing personality to every conversation, we want to hear from you.

### What You'll Do (The Role)

As a key part of our growth team, you won't just be "hunting leads", you'll be a relationship builder and a solution expert.

- **Grow Our Reach:** Proactively identify and connect with potential partners who can benefit from our advisory and AI solutions.
- **Collaborative Strategy:** Work closely with our shareholders and team members to brainstorm and implement fresh ideas for scaling the company.
- **Be the Face of Astrala:** Coordinate meetings and introduce clients to our world-class services and SaaS platform.

### What You'll Bring

We prioritise personality and initiative over a perfect checklist. If you have the following, you'll thrive here:

- **A Connector's Mindset:** You genuinely enjoy building the kind of trust that turns a first introduction into a lasting partnership.
- **Digital Savvy:** A solid understanding of social platforms (LinkedIn, Instagram, Facebook) and how to use them for professional networking.
- **Communication Skills:** Fluency in both **Greek and English** is essential for our global and local client base.
- **Adaptability:** You're comfortable in both a focused, quiet environment and an energetic, collaborative team setting.

### Why Join Us?

- **Competitive Salary:** Based on your experience and potential.
- **Generous Leave:** 21 days of annual holiday to ensure you stay refreshed.
- **Professional Growth:** Gain hands-on experience in a fast-paced environment at the forefront of AI and financial technology.
- **Supportive Culture:** We lean heavily toward team players with a "need to succeed" and offer mentorship to help you become an industry expert.

**Ready to grow with us?**

Apply today, even if you don't tick every single box! We value your unique personality and drive!

Please email [emily@astralaadvisory.eu.com](mailto:emily@astralaadvisory.eu.com)

<https://astralaadvisory.eu.com>