

Looking for something more than a job?



Personal Assistant to the CEO (376/HRS/11) Nicosia

The company

A leading Group of Companies with a long standing and successful presence in Cyprus and abroad

Role and responsibilities

The provision of a high level, efficient administrative and organisational support service to the CEO. The main responsibilities of this key position include:

- Organising and coordinating the daily work of the CEO's offices
- Managing the CEO's email account, diary and agenda
- Liaising between the CEO and internal /external associates and resolving problems
- Handling and filtering all communications to the CEO and prioritizing appropriately
- Managing all internal /external correspondence and maintaining accurate electronic and paper records
- Drafting meetings' minutes and reports
- Organising and coordinating complex travel and accommodation requirements
- Planning and organising events
- Managing other administrative staff

The profile of the ideal candidate

The successful candidate should meet the following profile requirements:

- 5 -8 years experience in a similar position
- Dynamic personality with excellent interpersonal and communication skills
- Excellent organisational skills, ability to multi-task and work on own initiative
- Results-oriented with a commitment to high quality standards
- Team player with high drive and energy levels
- High sense of responsibility, professionalism and confidentiality
- Computer literate (MS Office and the Internet)
- Cyprus residency and fluency both in Greek and English are a must

Benefits

A very attractive remuneration package plus benefits will be offered to the successful candidate according to qualifications and experience.

Apply now in strict confidence

At: clientjobs@cy.pwc.com

Deadline: 1 July 2011

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Confidentiality | Objective Assessment | Professionalism