

THE BEST MCC LTD – Cleaning and Maintenance services for all over Cyprus seek to employ a P.A. to the Manager.

For C.V.'s to be sent to Fax: - 22318761 or exsecretary@thebestmcc.com or cagrotou@thebestmcc.com

Qualifications:

- Very good knowledge of English and Greek languages
- Word processing, excel, power point, Internet
- 5-10 years of experience
- Most of work is to prepare tenders to various Government, or other big organizations