

**\* ACCOUNTS ASSISTANT FULL OR PART TIME VACANCY\***  
**FoxTel Communications LTD – Limassol Cyprus**

**Job Description:**

Our Company is looking to employ fully or part time enthusiastic, skilled and adaptable personnel to help in handling day to day accounting & administrative tasks to ensure smooth company operations.

**About FoxTel Group**

Our companies are **leading technology** solution providers for business and hospitality industry operating in Cyprus & Greece for over 40 years.

Our companies through collaborations have been certified to provide high spec systems and services to some of the biggest hotel brands in the world including Marriott, Hilton, Accor, IHG, Radisson, Hyatt and more. It enjoys the best reputation amongst hoteliers in Cyprus and Greece with a proven record of high end service and support. Our customers have received Awards based on guest experience and feedback from the technological solutions offered

Below some of our currently featured customers:

<https://fox-tel.com/project-references>

**Qualifications, Skills, Requirements**

- Degree or Diploma in Accounting will be considered as an advantage
- 2 or more Years of related work experience
- Excellent knowledge of computers
- Excellent knowledge of Microsoft Office, Word, Excel, PowerPoint, Outlook
- Very good level of written and spoken communication skills In Greek and English
- Basic Accounting knowledge & principles understanding
- Secretarial or Accounting Diploma is also considered a plus if available
- High degree of accuracy and attention to detail
- Trustworthy and reliable person
  
- Ability to learn fast
- Ability to operate often under demanding environment & customers
- Feeling Responsible in the Job role, solving issues, informing management
- Punctuality, operating under company rules
- Ability to Fully & Professionally perform all duties indicated under Key Job Responsibilities
  
- Advise of any medical conditions, or medicine taken that could affect work or risk your health while at work
- Clean of any criminal Record
- Army duties fulfilled

[www.fox-tel.com](http://www.fox-tel.com)

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- Reference Letter and contact details from a previous employer

### **Key Job Responsibilities**

Please note that duties may change with time adopting to new company needs which can be necessary due to market conditions,

- Daily Bookkeeping, accurately record financial transactions in the accounting system
- Perform general administrative duties and daily tasks
- Help in Filing & Book Keeping
- Phone call management
- Accounts Reconciliation
- Offers & Invoice issuing
- Petty Cash
- Creditors & debtors Invoices
- Daily invoice clarification and placement in system
- Handling Online Orders & Logistics
- Following up payments
- Customer Phone Service & Assistance
- Liaise between customers & service teams
- Writing emails and formal letters
- Organising events and meetings
- Perform ad hoc company related tasks
- Liaise between customers & service teams

### **Culture & Mentality**

- Customer Centric Approach
- Prompt service, support & problem resolution
- Work for the good interest of the company
- Team player
- Promoting company good name
- Deliver service 100% efficiently & confidently
- Feel and fit in to the company culture

### **Career Future**

Has the option to progress within the company to the position of:

- Office Main Accountant
- Financial Controller

### **COMPANY OFFERS:**

- Excellent Working Environment
- Very good Salary Based on Skills, Experience & Performance
- Extra provisions
- Ability to build up your salary

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- Chance to build a successful career within the firm

**Make yourself today, part of the no1 Total Hospitality Solution Provider in  
Cyprus**