

***OFFICE ADMINISTRATOR Vacancy**
FoxTel Communications LTD – Limassol Cyprus

Job Description:

Our Company is looking to employ enthusiastic, skilled and adaptable personnel to help in handling day to day **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. Below some of our currently featured customers:

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

Qualifications & Skills

- 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
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- Secretarial or Accounting Diploma is considered a plus if available
- High degree of accuracy and attention to detail
- Trustworthy and reliable person
- Ability to adapt & learn Fast

- Ability to occasionally participate in expo events or trainings at after office hours
- Ability to occasionally travel abroad to expo events or work in case required
- Ability to operate often under demanding environment & customers
- Feeling Responsible in the Job role, solving issues, informing management
- Punctuality, operating under company rules & policies

- 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
- **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,

- Admin Daily jobs
Phone call management
- Help in Filing & Book Keeping
- Preparation of Plans
- Preparation of Quotes
- Preparation of Engineering Invoices
- Handling Purchase Orders & Logistics
- Customer Phone Service & Assistance
- Liaise between customers & service teams
- Writing emails and formal letters
- Organising events and meetings
- Task follow ups & supervision
- Ensuring company Rules & Policies are applied
- Perform ad hoc company related tasks
- Cooperation with Management
- Ad Hoc Task & Job management

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:

- Group Office Administrator
- Head of Purchasing Department

COMPANY OFFERS:

- Excellent Working Environment
- Very good Salary Based on Skills, Experience & Performance

- Extra provisions
- Ability to build up your salary

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