

Administration Assistant

Our client, a law firm based in Limassol, Cyprus is looking for a dynamic, young professional administration assistant to work in their administrative and immigration department on a full-time basis.

Main Responsibilities:

- Assist with immigration applications (residency applications and work permits).
- Deal with all administration related matters.
- Manage organisational tasks as and when needed.
- Translation of documents – English to Russian and Russian to English.
- Other related administrative duties.

Requirements:

- A minimum of 1 year experience working within an administration department / office environment.
- Must be fluent in and have a sound knowledge of the English and Russian languages.
- Proficiency in the Greek language will be an advantage.
- Ability to work under pressure.
- Must be able to work independently.

Benefits:

- Monthly Gross Salary Offer based on qualifications and experience.
- Learning and Development opportunities.
- Great working environment.

We appreciate your interest in our roles and the company. Your CV will be reviewed carefully by our team, and if we are ready to move forward with your application, one of our recruiters will contact you and explain the next steps.

Our client is an equal opportunity employer, and they are committed to creating an inclusive environment for all employees. They celebrate diversity and do not discriminate based upon race, colour, religion, gender, gender identity, national origin, citizenship, age, disability, sexual orientation, marital status, or any other characteristic protected by law.

We care about the privacy of our candidates and all the data you provide to us is maintained in a secure manner and kept confidential.

Recruitment Agency: AMREP Limited.

Kindly send your application to: info@fhsenterprises.eu