

Business administrator – Russian Speaker



Prime Property Group is one of the fastest growing real estate companies on the Cyprus market, offering its clients such services, as property sales, rentals, management, construction and other related services. Prime Property Group is willing to enlarge its internal staff and is currently looking for a Manager assistant/ Business administrator

Main tasks and responsibilities:

- Arrangements of Pro-Visa, Flight Pass, visa applications, online check-in for flights
- Any assistance required in connection to clients' trips

Requirements for the position:

- Experience in arrangements of Pro-Visa, Flight Pass, visa applications, online check-in for flights
- Fluent Russian speaking, good level of English (verbal and written)
- PC user, MS Office (reports in Excel), office equipment (scanner, printer etc.), document flow
- Punctuality, responsibility, attentiveness, quick-learning, ability to work in a team
- College/University graduate students and candidates without experience are also acceptable
- Work permission is a mandatory requirement

What do we offer?

- Young, dynamic and friendly working environment
- Fast growing company with potential career perspectives
- Interesting and challenging daily tasks within the accounting department
- Comfortable and prestigious office

Interested candidates are kindly requested to submit their CVs to hr@prime-property.com

Please note, that all CVs and any other personal Data sent to **Prime Property Group** are kept secured and confidential and will only be processed and/or stored for the purpose of potentially offering employment. CVs and Personal data of successful candidates will be stored in our system for as long as the process of selection lasts. CVs and Personal data of candidates that are not successful or do not make it through our selection process, will not be stored or processed further and will be erased after a period of 6 months, unless the candidate provides us with an explicit consent allowing us to further store his/her Personal data in our system always in accordance with Personal Data Protection laws.

For further information, please visit our website: <https://www.prime-property.com/>