**Office Administrator**

**LOCATION:** Limassol, Cyprus

**OVERVIEW:**

A well-established, globally regulated, CFD and Forex broker is looking to hire a part-time Office Administrator in their Limassol office. This part-time role will combine office administration and HR administration duties.

The ideal candidate has excellent time management skills and the ability to multi-task and prioritise work. The successful candidate will have prior experience with a similar role and have strong organizational skills and attention to detail**.**

**MAIN DUTIES AND RESPONSIBILITIES**

* Managing incoming and outgoing correspondence (email, phone, couriers)
* Manage schedules, calendars and appointments
* Greeting guests at our Limassol Offices
* Maintaining office supplies (e.g. stationary, groceries)
* HR Administration (e.g. employment contracts/annual leave)
* Assist payroll department by providing relevant employee information (e.g. annual leaves, sick leave)
* Liaise with External partners (e.g. Insurance Agents & Immigration Agents)
* Record Keeping by organizing and maintaining personnel records
* Ensure full compliance with all work-related legislation and data protection requirements

**REQUIREMENTS**

* Previous experience in an Admin role/HR Administrative Assistant
* Fluent in English
* Proficiency in MS Office
* Organisational skills
* Degree in Business, Administration, HR or any other relevant field will be considered an advantage

**COMPANY BENEFITS**

* Competitive remuneration package and Health Insurance following probation period.

**Interested candidates should send their CV and cover letter to** [careers@fpmarkets.com](mailto:careers@fpmarkets.com)