

# Seeking an Office Administrator, for our Nicosia Office!

**AXIA Ventures Group Ltd (“AXIA”)** is a privately-owned investment banking boutique servicing a wide variety of clients who come to us for advice on their most important strategic issues. We have considerable experience in executing large transactions while at the same time rising to the challenge of helping smaller clients optimize their growth and business strategy, with offices in Nicosia, Athens, New York and Milan; regulated by the Cyprus Securities and Exchange Commission (License No: 086/07).

Today, **AXIA** is seeking an **Office Administrator** to join our team in Nicosia. Candidates must possess a positive attitude and have the ability to multi-task efficiently in an extremely fast-paced and dynamic work environment. The successful candidate will be exposed to many different areas of our business that will challenge and broaden their skills and knowledge.

**Role:** Perform administrative duties for the office and staff, as well as support the Group General Manager as below:

- Organize and maintain calendars, coordinating appointments, meetings, conferences and office events.
- Coordinate and arrange domestic and international travel, including flight, hotel, and Taxi reservations for office executives
- Process and track expense reports and reconcile credit card statements
- Office administration, overseeing and maintaining the smooth operation of the office
- Monitoring and maintaining proper stock levels of stationary and office supplies
- Greeting visitors, answering incoming calls and route calls, respond to inquiries as needed, take and deliver accurate, detailed messages
- Maintain and update the filing system

## Skills and Qualifications:

- Excellent written and verbal communication skills in English and Greek. Additional languages are a plus
- Ability to work well under pressure, prioritize work and multi task effectively
- Detail-oriented and focus on quality results
- Ability to work under tight deadlines
- Proficiency in Microsoft Outlook, Word, Excel and PowerPoint

## Position Details:

- Full time position | weekdays | 9:00 – 18:00
- Salary dependent on qualifications and experience



All Applications must be submitted via email to [HR@axiavg.com](mailto:HR@axiavg.com) and must quote in the subject line the reference code: **AOM-CY**



All applications will be treated in strict confidence

*This advertisement is not a binding offer and the company reserves the right to proceed with any applicant it chooses or not to proceed at all. AXIA is supervised by the Cyprus Securities and Exchange Commission (license number 086/7).*

### NICOSIA

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NEW YORK

MILAN

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*AXIA is an equal opportunities employer*