

Job Description – Administrative Assistant – Paphos, Cyprus

This is a fantastic opportunity for a motivated and diligent Administrative Assistant to take a supporting role in our busy Contracts department.

The Administrative Assistant will provide valuable support to our Contracts team with the administration involved in raising contracts, assisting our internal colleagues and providing a smooth and efficient service to our clients.

This role would suit a proactive, organised and quick-to-learn team-player who is keen to develop a career as part of a supportive Contracts team.

Your duties in this role will include:

- Supporting the Contracts team with day-to-day administrative tasks.
- Communicating with consultants, agencies and colleagues via email and phone.
- Assisting with all contracts queries.
- Updating Salesforce logs and Yammer notifications.
- Sending contracts to clients, partners and workers via e-mail or Esign.
- Following up on unsigned contracts.
- Checking & raising contracts/updates and liaising with the necessary parties to obtain signatures.
- Preparing and sending of confirmation of assignment letters.

Mauve Group's head offices are based in London, York, Dubai and Cyprus; this role will be based in our Paphos office.

To be successful in this role you must have:

- Experience in administrative tasks;
- A good level of proficiency in data entry;
- Ability to take direction as well as supporting and assisting senior team members;
- Ability to work as part of a team or on your own initiative;
- A good level of IT skill, particularly in Microsoft Outlook, Word, Excel, Office 365 and Adobe;
- Excellent organisational skills and ability to prioritise a complex workload;
- Excellent attention to detail and accuracy;
- Excellent written and verbal communication skills;
- Confidence in communicating with clients.

The following attributes are additionally desirable, but not essential:

- Experience of with IT programmes such as Salesforce, SharePoint and Sage People. However, full training on our in-house systems will be provided so this is not essential.
- Foreign language skills.

Business without borders

With strategically placed regional offices, Mauve has the knowledge and expertise to deliver solutions globally.

Are you an organised and diligent worker with skills in administration?

Are you keen to build a career within a supportive team?

Are you an excellent organiser?

If the answer is yes to these questions, please apply immediately.

How to apply

For more information on this exciting role please apply or contact hr@mauvegroup.com.

Applications should include a cover letter, CV and your salary expectation, and should be sent to the above email address. Please indicate in the subject line whether you are making an application or enquiry about the role.

If you do not hear from us with 14 days your application has not been successful.

Data Privacy

We will only use your personal information with your permission, in line with applicable law. For full details of how we use and transfer personal information, please read our privacy policy which is available to access on our website.

Please indicate in your cover letter if you wish to be notified about future opportunities if you are not selected for this role. If you do not indicate this, we will be required to delete your personal information in line with European law.

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