

## **Alert: Administrator – Nicosia Cyprus**

**G.C.Hadjikyprrianou & Associates LLC** is looking for an **Administrator** to join our team.

### **About G.C.Hadjikyprrianou & Associates LLC**

G.C.Hadjikyprrianou & Associates LLC is a future-oriented niche law firm with a global outlook and a laser focus on banking; commercial; tech and general business law. The firm has its headquarters in Nicosia, the capital of Cyprus, and has an exclusively affiliated office in the city of Athens, the capital of Greece. Being part of an international network with 700+ lawyers around the globe, the firm is specialised in high-end local and cross-border projects. Its clients include major domestic and foreign entities, as well as leading private equity investors and family-owned enterprises located in Cyprus, Europe and worldwide.

### **Required experience**

At least one (1) year experience on:

- **performing filings with the Registrar of Companies in Cyprus (eg. registration of securities etc),**
- **preparing corporate governance documents,**
- **providing support to legal teams in corporate transactions,** and on,
- **providing corporate secretarial administration services.**

### **Required skills**

- Good time management skills and ability to meet deadlines.
- Strong analytical skills.
- High attention to detail.
- Fluent in English and in Greek, verbal and written (certifications will be considered an advantage).
- Accurate, reliable, creative, well organised and proactive.
- Excellent computer literacy (word, excel, outlook).
- Bachelor degree in law or economics will be considered an advantage.

### **What we offer**

- Competitive remuneration package.
- Flexible working environment/arrangement.
- Participation to our bonus scheme (for both Cyprus & Greece).

## **APPLICATION PROCESS**

Interested candidates can send their full CV via email to [info@hadjikyprrianoulaw.com](mailto:info@hadjikyprrianoulaw.com), including the reference “**Administrator\_1.22**”. Only applications that fulfill the above requested qualifications will be considered.

**\*\* All applications will be treated as strictly confidential. Our Data Protection Policy is available upon request free of charge.**