



PHILOSHOPIC[®]

Job Opening: Office & Digital Administrator

PHILOSHOPIC, a dynamic technology company in Nicosia focusing on cloud native Digital Commerce & Consumer Engagement solutions, is looking for a young and energetic tech loving professional to handle all the in-office & digital administrative needs and activities.

Interested? Just check if you fit the position and take action!

What will be my job description?

You will be the person empowering management and the team to focus on their job. You will be in charge of all in-office and digital administrative needs and activities.

Working closely with all other functions of the company, you will enable the team in three key areas: 1) Handle and manage all day to day administrative tasks supporting the managing director and the team. 2) Assist the team with document creation - such as building slide decks, creating documents or finalising drafts - layout, language, graphs etc. 3) Communicate our work to the outside world through website updates and social media posts and engage in digital or physical marketing activities.

You will be also working independently on small assignments with guidance from subject matter experts and will have the opportunity to engage in areas you have skills or interest towards learning and growing your role accordingly.

What skills do I need to have?

In a nutshell, apart from being a reliable, super organised team player, we need you to be tech familiar with great communication skills

English language is fundamental especially when it comes to writing! You should also have good understanding of the use of Social Media (Twitter, LinkedIn, Facebook) being comfortable to create and update profiles/pages as well as drafting and scheduling posts.

In terms of computer applications, we expect you to be great in using Microsoft Office Suite (Primarily Word/Excel/Powerpoint and/or Apple Keynote/Pages) and keen to learn other platforms we use for collaboration and organising our digital assets. Knowledge of a design package (Such as Photoshop, Illustrator etc.) shall be considered a major advantage

You should hold a university degree in any domain - technology, marketing or communications related field shall be considered an advantage

What kind of a person are you looking for?

We are looking for a young and energetic person to add freshness to our office and communications. As you will be the owner of our digital presence and the master of our office operations you shall be a responsible, self-driven and creative personality with great professional ethos. Being proactive, well organised, eager to learn and able to cope under pressure are necessary attributes to be successful.

Where will I be based and what are the working hours - any special benefits?

You will be working out of the PHILOSHOPIC office in Nicosia and we are work-from-home ready at all times. We work normal office hours (Flexible 8-5/9-6) with an hour break and on Fridays we have the afternoon off.

Apart from basic salary we offer full medical plan, pension plan, insurance, mobile phone plan, performance based bonuses and other benefits.

This position can be time flexible in case of parallel studies or recent parenthood.

How many years of past experience do you ask for?

If you have the right skills and attitude, number of years in service do not matter as much as your personality, attitude, willingness to learn and accountability for getting things done!

I think I fit well in that role! What's the next step?

This is the time that we are excited you find the position of Digital Marketing, Communications & Team Administration a great fit for your career aspirations.

We thus look forward to receive your CV and your reasoning of being the ideal person to join our team by email at careers@philoshopic.com.

We will then contact you to inform you on the next step

We will NOT respond to candidates that that are not a close fit to what we need or who .

