



Joannou & Paraskevaides Ltd has the following immediate staff requirement for its operations in the area of Limassol:

Secretary/Document Controller

Position: The successful applicant will join an established team tasked with executing a large-scale building and construction project. The applicant will be expected to provide secretarial support and document control to a major construction project.

Qualifications & Responsibilities: The applicant should hold a degree in secretarial studies/Office administration from a reputable University, with at least 2 years post qualification experience on projects. The applicant should have experience with working with ISO 9001 standard.

The applicant for the above position will be pleasant, highly motivated, dynamic & hard working team- oriented individual, who will have the ability to organise, plan, their work with minimum supervision. Excellent communication, organisational and interpersonal skills, together with excellent command of the English language is essential.

The applicant should address their CV to the Planning Dept. at pla@jandp.com.cy by the 31st of December 2017.