

Open vacancy: ASSISTANT ACCOUNT MANAGER

Location: Cyprus (Limassol)

We are seeking a professional and educated person in the area of **marketing and business administration**.

IBC Corporate Solutions is Cyprus-based corporate services provider offering incorporation and management of companies in reputable jurisdictions and all range of fiduciary services. We have offices in Cyprus and Poland and United Kingdom.

The primary duties of the employee would include:

- Assisting the Business Development Manager in the marketing activities
- Market research with focus on specific European markets (depending on the language skills of the candidate)
- Assistance in preparation of promotional materials
- General business administrative activities
- Liaising with colleagues in reference to various tasks performed

The ideal candidate should meet the following requirements:

- Proven experience in marketing (ideally with graphic design skills)
- Proficient knowledge of English language (written and spoken). Other languages will be an advantage.
- University degree in business-related subject (at least Bachelor degree)
- Proactive, professional, customer service oriented, with good organizational skills
- Excellent knowledge of MS Office tools (Outlook, Word, Excel, Power Point)
- High level of professionalism, confidence and interpersonal skills
- Background in taxation, law, marketing or any business-related field will be considered an advantage

Working hours: 10.00 – 17.00 with degree of flexibility.

Preferred period of internship: 3-12 months.

Employment opportunities shall be available to the successful candidate after the completion of the internship.

We offer work in friendly and professional environment.

The selected candidate will be offered high development possibilities and will be on ongoing training related to corporate services, local and international taxation & law and fiduciary industry and will have exposures to international working environment.

In addition to the grants provided by the European Union, the candidate will have a right to receive commission (high remuneration offered) based on any business brought on-board.

The chosen person will be reporting to the Business Development Manager as well as other designated colleagues.

Further information and application

Please forward your applications in English via email with the CV & motivational letter attached to Mr. Panagiotis Georgiou (p.georgiou@ibccs.com.cy) and CC Mr. Cezary Zieniuk (c.zieniuk@ibccs.com.cy) and Ms. Jowita Jablonska (j.jablonska@ibccs.com.cy).