

Office & Digital Coordinator



LOCATION



Nicosia

INDUSTRY



Tech for Retail & Financial Services

BENEFITS



Extensive Perks & Incentives

CULTURE



Professional & Friendly

What is the experience of being a PHILOSHOPER?

Joining our team of PHILOSHOPERS offers the best of both worlds: the structure and reliability of solid operations, combined with the creativity and agility of digital innovation.

You'll be part of a forward-thinking, tech-driven environment where critical thinking, proactivity, and collaboration are key. If you value growth, variety, and making an impact — you'll feel right at home.

What will be your role?

- ✓ Ensure smooth day-to-day operations and support administrative processes
- ✓ Monitor key customer data points, including credit status or product usage, and engage when needed to ensure timely collections
- ✓ Help produce, organise and maintain internal and customer facing documentation
- ✓ Coordinate routine team needs and functions
- ✓ Support communication efforts reflecting the brand voice.
- ✓ Balance recurring responsibilities with quick-turn tasks that need focus and flexibility

Skills we look for:

Tech Skills

- Degree or diploma in business administration, Communications, Marketing or related fields
- Familiar with SaaS and Cloud Technology concepts
- Tech savvy and skilled using apps
 - Excellent use of MS Office/Apple iWork
 - Comfortable with internal content tools such as shared folders, collaboration or wiki-style tools
 - Content creation platforms such as Canva
- Comfortable to schedule and post on Social media (LinkedIn/Facebook/X)
- AI tools aware and responsible user.

Soft Skills

- Strong organisational skills
- Attention to detail and time sensitive
- Excellent written and verbal communication skills in English
- Proactive mindset
- Adaptability & Initiative
- Self-driven and fast-learner
- Team Player with focus on results
- Ambitious - passion for success

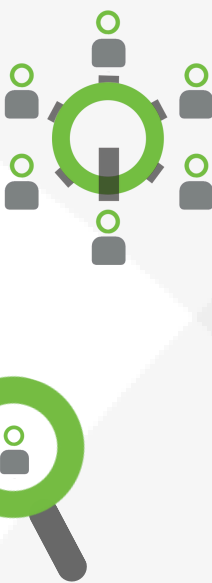
Who we are:

PHILOSHOPIC is a Cloud-native Software Solutions company, enabling Simple & Exciting Consumer Experiences. We innovate and commit to the success of business clients in the Retail & Financial Services industries internationally.

What about you? Are you ready to become a PHILOSHOPER?

Send us your CV at careers@philoshopic.com

PROUD
HIGH-MINDED
INNOVATIVE
LEARNER
OPEN
SUCCESS-DRIVEN
HONEST
OBSERVANT
PROACTIVE
ETHICAL
RELIABLE



Apply Now

