



Office Administrator

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?

- ✔ Coordinate Team functions, book company expenses and process vendor payments accurately and on time
 - ✔ Handle routine government and banking administration, preparing and filing documentation through to completion
 - ✔ Keep the office running day to day, managing consumables, supplies and equipment
- ✔ Coordinate with building management and external providers, following each matter through until it is resolved
 - ✔ Answer incoming calls, welcome visitors and keep company documents, records and filing in good order
 - ✔ Support the onboarding of new colleagues, keep our PHILOSHOPER Webbook up to date, and schedule approved social media and website content

Skills we look for:

Professional & Digital Skills

- Diploma or degree in Business Administration, Office Administration, Accounting or a related field — or equivalent practical experience
- Comfortable using, or confident learning quickly, systems such as Zoho Books, Jira and Confluence
- Comfortable working with online government and banking portals
- Tech-savvy and confident using standard productivity tools (MS Office / Apple iWork, Google Workspace)
- Comfortable scheduling and publishing social media content across LinkedIn, Facebook and X

Soft Skills

- Excellent written and verbal communication skills in Greek and English
- Highly organised, attentive to detail and disciplined with follow-ups
- Careful and accurate with numbers, documents and deadlines
- Takes ownership and works independently with good judgement
- Trustworthy and discreet with confidential company information
- Able to manage multiple priorities effectively
- Comfortable in a small team where responsibilities cross traditional boundaries

Who we are:

PHILOSHOPIC is a cloud-native commerce technology company partnering with retailers, distributors, brands, and financial services organisations internationally to create simple, exciting, and connected commerce experiences.

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



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