

JOB TITLE: Assistant Sales/Administration

COMPANY: Harakis Real Estate

LOCATION: Limassol, Cyprus

Harakis Real Estate is a prominent real estate company specializing in the design, construction, and sale of high-quality properties. With a reputation for excellence and a commitment to client satisfaction, we are seeking a dynamic and motivated individual to join our team.

ROLE OVERVIEW

As an Assistant in Sales/Administration, you will play a pivotal role in supporting our sales and administrative operations. This position requires a proactive individual who can manage a variety of responsibilities, from client interactions to administrative tasks, ensuring smooth day-to-day operations.

KEY RESPONSIBILITIES

- Assist with sales and rental activities, including client communication and follow-ups.
- Prepare clients for property viewings and provide relevant information.
- Conduct marketing activities to promote properties and services.
- Handle administrative tasks such as visiting government offices (Land Registry, Municipalities, EOA) to process documents.

QUALIFICATIONS & REQUIREMENTS

- Fluency in English and Greek is mandatory.
- Minimum of 2 years' work experience.
- Strong communication and organizational skills.
- Ability to manage multiple tasks efficiently and professionally.
- A proactive and customer-focused mindset.

WHAT WE OFFER

- Competitive salary based on experience.
- Opportunities for career development in a dynamic industry.
- A supportive and collaborative work environment.

HOW TO APPLY

Interested candidates are invited to send their CV and a cover letter to: info@harakis.com

Join Harakis Real Estate and contribute to a team committed to excellence and innovation in the property market!

[harakis.com](https://www.harakis.com)