

Position Payroll and Tax Administrator | TR/1118/PTA

Location: Nicosia

Job Summary

Key Responsibilities:

- Registration of companies and employees with the Social Insurance Services and the Cyprus Tax Department
- Communication with clients for providing the information/documentation for registration with the Cypriot authorities
- Maintaining and updating records for registrations and follow up where necessary
- Communication with the Social Insurance Services and the Cyprus Tax Department
- Record employee information and update payroll records
- Assisting other members of the team

Qualifications:

- Any related experience will be considered as an advantage
- Excellent use of the Greek and the English languages both oral and written
- Good Knowledge of Microsoft Office

Applications:

All applications will be treated with the strictest confidentiality. Interested applicants should forward their CV's to hr@treppides.com quoting the reference number: **TR/1118/PTA**

For further information please contact:

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