1. **POSITION TITLE**

Officer Asset Management REMU *

2. **KEY ACCOUNTABILITIES**

- Manage a portfolio of real estate repossessed assets
- Carry out physical inspections, analyze the characteristics and external technical reports of each property
- Propose remediation works when needed
- Coordinate and supervise assignments to external parties
- Prepare asset presentations / teasers for the benefit of prospective buyers
- Manage tenancy negotiations/agreements and all related landlord obligations

3. **ACADEMIC / PROFESSIONAL QUALIFICATIONS / EXPERIENCE / SKILLS**

**Academic / Professional Qualifications**
- Bachelor’s degree in Civil Engineering, Architecture, Quantity Surveying or any other related area.
- Master’s in Civil Engineering, Architecture, Quantity Surveying or any other related area will be considered as an additional advantage.

**Experience and Skills**
- Working experience in a relevant position will be considered as an additional advantage.
- Excellent written and verbal communication in both Greek & English.
- Structured and Critical Thinking.
- Excellent analytical and problem-solving skills.
- Ability to take initiatives and make decisions.
- Ability to manage time, workload and multiple tasks.
- Teamwork.
- Advanced skills in MS Excel, MS Word and MS PowerPoint.

*Notes:*
- Employment will be on a fixed term basis (12-month duration).
- The vacant positions are in Nicosia, in various departments across REMU Division i.e. On-Boarding, Property and Asset Management, Real Estate Disposal.
HOW TO APPLY

All applications will be received through the “e-Recruitment” system which is available on the Bank’s website www.bankofcyprus.com (Careers), by following the steps below:

- Registration

- **Profile submission:**
  - Electronic submission of personal /academic/ professional and other data
  - “Release” of the profile

- **Application for specific vacancies, through “Employment Opportunities” section:**
  - Job Search
  - Start
  - Select Job
  - Apply
  - Send Application (top, right hand side)
  - Send Application

Additional Notes
- Candidates who are interested in the specific position and have expressed their interest for employment in Bank of Cyprus in the past through the e-Recruitment system, are required to submit a new application (provided that they meet the criteria set).
- Only shortlisted candidates will be contacted.
- All applications will be treated with strict confidence.