



**Position: Secretary, Administrative Assistant**

**Ref No.: ERA-SAAADMIN-22**

**Category:** Full-time or Part-time employment

**Location:** ERATOSTHENES Centre of Excellence, Limassol Cyprus

## **ERATOSTHENES CENTRE OF EXCELLENCE**

### **ONE (1) POSITION OF SECRETARY, ADMINISTRATIVE ASSISTANT**

The ERATOSTHENES Centre of Excellence (ECoE) ([www.eratosthenes.org.cy](http://www.eratosthenes.org.cy)) of the Cyprus University of Technology ([www.cut.ac.cy](http://www.cut.ac.cy)) invites applications for one position of Secretary, Administrative Assistant of the ERATOSTHENES CoE. The position is open either on a full-time or part-time employment basis.

The position is open to everyone internationally in the framework of the EU-H2020 “EXCELSIOR” project (Excellence Research Centre for Earth Surveillance and Space-Based Monitoring of the Environment; <https://excelsior2020.eu/>; TEAMING Grant no. 857510). Through this project, the Cyprus University of Technology is establishing the ERATOSTHENES Centre of Excellence in Space Technology, Earth Observation and Geospatial Technology in the EMMENA (Eastern Mediterranean Middle East North Africa) region, in cooperation with the Department of Electronic Communications (DEC) from the Deputy Ministry of Research, Innovation and Digital Policy (Cyprus) and with EU advanced Partners the German Aerospace Centre (DLR, Germany), TROPOS (Germany) and the National Observatory of Athens (NOA-Greece).

The ERATOSTHENES Centre of Excellence is an autonomous Centre of Excellence with Cyprus University of Technology (CUT) as its sole stakeholder, aiming to become a viable, sustainable Centre of Excellence in earth observation, space technology and geospatial analysis. CUT has a 13-year experience in earth observations and geospatial analysis. Through the “EXCELSIOR” H2020 Teaming Project (2019-2026), the ERATOSTHENES CoE aspires to become an excellent Digital Innovation Hub for Earth Observation and Geospatial Information by offering education, responsible research, open innovation and application services capable of sustaining Cyprus’ development. The ERATOSTHENES CoE aspires to actively contribute to the European Research Area (ERA) priorities in Atmosphere and Climate, Resilient Societies and Big Earth Data Analytics, as well as to become the reference Earth Observation/Geoinformation Centre for research and innovation in the Eastern Mediterranean, Middle East and North Africa (EMMENA) region.

## **Description of the Position**

The successful candidate will be assigned to the Administration work force of the Centre and will be responsible for organizing all necessary correspondence, files, appointments and communication to the Partners, stakeholders and personnel, preparing documents related to the activities of the Centre, managing the Centre's office supplies and inventory, implementing administrative procedures and tracking employee schedules and activities.

## **Duties and Responsibilities**

The successful candidate's duties and responsibilities will include:

- Answer phone calls and redirect them when necessary;
- Manage the daily/weekly/monthly agenda and arrange new meetings and appointments;
- Prepare and disseminate correspondence, memos and forms;
- File and update contact information of employees, customers, suppliers and external partners;
- Support and facilitate the completion of regular report;
- Develop and maintain a filing system;
- Check frequently the levels of office supplies and place appropriate orders;
- Make travel arrangements;
- Document expenses and hand in reports;
- Take detailed minutes of meetings (Executive Committee, etc);
- Provide support to the executive committee and management;
- Undertake receptionist duties;
- Any other relevant duties deemed necessary.

## **Qualifications**

- Secondary School Leaving Certificate;
- University degree will be considered as an additional qualification;
- Excellent command of Greek and English, both written and spoken; additional languages will be considered a plus;
- Proven work experience as a Secretary or Administrative Assistant;
- Familiarity with office organization and optimization techniques;
- High degree of multi-tasking and time management capability;
- Excellent written and verbal communication skills;
- Integrity and professionalism;
- Proficiency in Microsoft Office, EXCEL, PowerPoint and Adobe Acrobat;
- Ability to operate in a fast-paced environment;
- Excellent communication and organizational skills;
- Ability to work in a dynamic and multicultural environment;
- Certification in IT related competencies will be an advantage.

## **Profile and Personal Attributes**

- Passion for ERATOSTHENE'S Centre of Excellence mission;
- Adaptability, strong interpersonal skills;
- Trustworthy and committed with high integrity;
- Self-motivated to achieve targets;
- Physical presence in the designated area of employment of the Centre in Cyprus.

The appointment will be for a period of two years (24 months) with the prospect of renewal for another two years. The gross annual salary for the (full-time) position will range from €15.109,00 to €36.232,00 depending on qualifications. It is noted that there is provision for 13<sup>th</sup> salary which has been proportionally incorporated in the monthly remuneration.

**Interested candidates must submit their application comprising of all documents listed below via email to [vacancies@eratosthenes.org.cy](mailto:vacancies@eratosthenes.org.cy), entering in the subject line: “*Application for Secretary, Administrative Assistant*” no later than Monday 14 November 2022 at 14.00 CYPRUS TIME, which is the deadline for the submission of the applications.**

1. A cover letter in English clearly specifying availability date for full time employment;
2. Scanned or electronic copies of degree certificates and relevant qualifications. True copies of the originals will be requested for the shortlisted candidates;
3. Detailed *Curriculum Vitae* (including contact details);
4. Full contact details of three referees (including their postal and email address). For the shortlisted candidates, the referees may be asked to submit Letters of Reference.

If you have previously applied for any position at ERATOSTHENES Centre of Excellence, a new application is required.

For further information visit the ERATOSTHENES CoE’s webpage at <http://www.eratosthenes.org.cy>

It is noted that:

- For non-EU applicants a work permit will be required;
- Applications will be treated in strict confidence. All information provided will comply with the General Data Protection Regulation (GDPR) of the European Union;
- The job requires that the applicant is or becomes a resident in the area of employment;
- The ERATOSTHENES CoE adopts an equal opportunity policy at recruitment and the subsequent career stages and encourages all genders to submit an application for all levels of Research and Administrative Staff;
- The ERATOSTHENES CoE does not discriminate in any way on the basis of gender, religion or belief, ethnic, national or social origin, age, physical ability, marital status and sexual orientation.



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