

Administration Officer

Position: Administration Officer

Category: Full-time employment. Open-term contract.

Location: Nicosia, Cyprus

Preferred Start Date: March 2022

Application Deadline: 16th February 2022

CYENS Centre of Excellence (formerly known as RISE) is the Research and Innovation Centre on Interactive media, Smart systems and Emerging technologies empowering knowledge and technology transfer in the region. CYENS CoE is supported by the European Commission, the Republic of Cyprus and its founding Partners, the Municipality of Nicosia, the Max Planck Institute for Informatics (MPI), University College London, the University of Cyprus, the Cyprus University of Technology and the Open University of Cyprus.

The Centre conducts excellent, internationally competitive scientific research in the areas of visual sciences, human factors and design, communication, and artificial intelligence delivered by high-calibre multidisciplinary research teams. CYENS engages in knowledge transfer and innovation activities aiming to bridge the gap between scientific research and STEM-led innovation and entrepreneurship.

CYENS, as a Centre of Excellence, cultivates a culture of innovation and creativity in an inspiring environment filled with academics, researchers, creative and onward-looking people, innovators, entrepreneurs, and practitioners. The Centre operates under the motto “Inspired by Humans Designed for Humans” with the vision to produce world class research that drives innovation towards social and economic benefit while conducting excellent, internationally competitive scientific research in the areas of visual sciences, human factors and design, communication, and artificial intelligence. It sets out to meet the challenge with a total potential funding of more than 30 million Euros for the first 7 years, from a Horizon 2020 Teaming Action and multiple other sources, and a business plan for long-term sustainability and growth.

The Centre is seeking an **Administration Officer/ Receptionist** to join its fast-growing team of passionate and enthusiastic professionals. She/he will play an important role in ensuring the smooth running of the Centre.

CYENS Centre of Excellence is an equal opportunity employer and the position is open to everyone, internationally.

Responsibilities of Administration Officer

- Undertake general administrative and receptionist duties as assigned.
- Ensure the smooth operation of the Centre on a daily basis.
- Schedule meetings, conference calls and other scheduled tasks.
- Screen appropriately and professionally telephone calls, enquiries and requests, as well as manage incoming and outgoing communication.
- Prepare correspondence/memorandums/agendas, take minutes and assist in ad-hoc projects
- Provide timely and efficient assistance to the staff of the Centre and ensure that all office equipment and facilities are in good working condition.
- Welcome visitors in a warm and friendly manner, and answer any questions visitors have
- Maintain reception area and all common areas in a clean and tidy manner at all times
- Maintain office security by following safety procedures and controlling access via the reception desk.

Desired qualifications & requirements

- University degree/diploma in Business Administration, or a related field.
- Minimum 2 years' experience of administrative duties or similar role.
- Proven experience with administrative and clerical procedures.
- Excellent knowledge of Microsoft Office Suite, particularly MS Excel, MS Word, and MS PowerPoint.
- Fluent in Greek and English (written and spoken).

Profile of the ideal candidate

- Excellent written and verbal communication and interpersonal skills.
- Organized with the ability to prioritize and multi-task.
- Reliable with patience and professionalism.
- Ability to take initiative and deliver results.
- Dynamic, trustworthy, and committed.
- Attention to detail.

Benefits

Take advantage of this opportunity for your professional and personal development by being a part of our fast-growing Research Technology Development and Innovation Centre of Excellence. A very attractive remuneration package will be offered to the successful candidate according to qualifications and experience.

Application process

For full consideration interested applicants should submit the following items via email to vacancies@cyens.org.cy and use the email subject line: **“Application: Administration Officer / Receptionist”**:

1. Full CV (including reference contact details)
2. Cover letter which clearly states: (a) how you envision your role, (b) how your experience and qualifications match the specific position, and (c) the availability date for full-time employment.

In case you previously applied for a post at CYENS CoE, a new application is required.

For general enquiries, applicants may contact the HR Department of the Research Centre at vacancies@cyens.org.cy.

For non-EU applicants a work permit will be required.

All applications are treated in the strictest confidence.

ABOUT CYENS CoE

The Research Centre on Interactive Media, Smart Systems and Emerging Technologies is a Centre of Excellence in Research and Innovation on Information and Communication Technologies in Cyprus, aiming to empower knowledge and technology transfer in the region. It is a joint venture between the three public universities of Cyprus - University of Cyprus, Cyprus University of Technology, and, Open University of Cyprus- , the Municipality of Nicosia, and two renowned international partners, the Max Planck Institute for Informatics, Germany, and, the University College London, United Kingdom.



CYENS has received funding from the European Union's Horizon 2020 research and innovation programme under grant agreement No. 739578



CYENS has received funding from the Government of the Republic of Cyprus through the Directorate General for European Programmes, Coordination and Development.