

## **Executive Assistant to the Research Department**

**Position:** Executive Assistant to the Research Director and Research Department

**No. of Positions:** 1 (one) Executive Assistant

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

**Location:** Nicosia, Cyprus

**Preferred Start Date:** April 2022 or as soon thereafter.

**Application Deadline:** 30<sup>th</sup> of March 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 moto “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 for an experienced **Executive Assistant to the Research Director & Research Department** to join its fast-growing team of passionate and enthusiastic professionals. The job holder will be working directly with the Research Director of the Centre and will be coordinating with the project team and Research Department of CYENS. The Executive Assistant will serve as a point of contact for internal and external matters of the Research Department of the Centre. The Executive Assistant must be able to work under pressure and handle a variety of tasks and confidential matters with the utmost discretion. Strong communication, time management, organizational and interpersonal skills, are necessary skills for this position.

### **Responsibilities of the Executive Assistant:**

1. To work closely with the Research Director in supporting the smooth operation of the Research department on a daily basis.
2. To schedule and respond to meetings, conference calls and other scheduled tasks.
3. To screen appropriately and professionally enquiries and requests, as well as manage incoming and outgoing communication.
4. To prepare correspondence/memorandums/agendas, take minutes and assist in ad-hoc projects.
5. To provide timely and efficient assistance to the Research Office and researchers of the Centre.
6. To undertake general administrative duties as assigned by the Research Director.
7. To assemble and coordinate with different departments as necessary.
8. To comply with the quality management and performance management system of the organisation.

9. To follow the employee handbook regulations and set an example.
10. To carry out other duties as specified by the management or relevant procedures.
11. To maintain confidentiality in all dealings.

#### **General qualifications and requirements**

1. University degree/diploma in Business Administration, or a related field.
2. Master's degree will be considered an advantage.
3. Minimum 5 years' experience in a similar or relevant role.
4. Excellent knowledge of Microsoft Office Suite, particularly MS Excel, MS Word, and MS PowerPoint.
5. Language requirements: Excellent written and oral English-language skills will be required. Knowledge of Greek will be considered an advantage.
6. For non-EU applicants a work permit will be required

#### **Profile of the ideal candidate – *select relevant qualities required for specific role:***

1. Team player and ready to play a role in various tasks
2. Excellent communication and interpersonal skills
3. Organized with the ability to prioritize and multi-task
4. Reliable with patience and professionalism
1. Ability to take initiative and deliver results
2. Dynamic, trustworthy, and committed
3. Self-motivated with the ability to take initiative and work independently
4. Strong organizational, presentation, and negotiation skills, having the ability to deal confidently and politely with enquiries
5. Very good analytical skills coupled with attention to detail
6. A team player with an ability to work independently and under pressure
7. High levels of energy, and drive
8. Ability to work unsupervised to deadlines, planning and setting priorities for own work and monitoring progress

#### **Benefits**

Take advantage of this opportunity for your professional and personal development by being a part of our fast-growing Research 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 the [online application form](#) and mention the position you are applying for: "Application for *Executive Assistant to the RD*":

1. Full CV (including 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 (d) contact details of two referees.

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 CYENS, Centre of Excellence at [vacancies@cyens.org.cy](mailto:vacancies@cyens.org.cy).

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

**All applications are treated in the strictest confidence.**

### **ABOUT CYENS CoE**

CYENS Centre of Excellence 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.



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