

Larnaka 2030 - European Capital of Culture- Candidate City
Call for the appointment of an Executive Assistant

The Organisation for the European Capital of Culture- Larnaka 2030 (under incorporation) aims to develop and establish the programming strategy of the Larnaka 2030 bid (pre-selection and final) while taking into account the European Commission's criteria emphasising European co-operation, interdisciplinarity (i.e. collaborations between different cultural forms), citizen's involvement and inclusion as well as the sustainability of the candidature and its projects with attention to the effectiveness of its delivery schemes.

The Organisation for the European Capital of Culture – Larnaka 2030 (under incorporation) is seeking to recruit a qualified applicant for the position of the Executive Assistant for the Larnaka 2030 candidature. The job holder will be working directly with the Executive Director and will be coordinating with the project team of the Organisation. The Executive Assistant will serve as a point of contact for internal and external matters of the Organisation.

Job description

- Act as the point of contact among the executive, employees, clients and other external partners.
- To screen and prioritise emails and phone / conference calls
- To arrange meetings and business events and attend those where necessary
- To manage information flow in a timely and accurate manner
- To manage the executive and departmental calendars and set up meetings
- To make travel arrangements and accommodation arrangements
- Collate daily expenses and prepare weekly, monthly or quarterly reports against available budgets
- Format information for internal and external communication – memos, emails, presentations, reports
- Provide research support for sociocultural mapping
- To take minutes during meetings and maintain minutes' repositories
- Screen and direct phone calls and distribute correspondence
- Organise and maintain departmental filing system (both electronic and hard copy)

Qualifications

1. University Degree (Bachelor's Degree or Degree of a level equivalent to Bachelor's Degree) or Diploma or Certificate or other study title or qualifications in Business Administration or relevant field.
2. Minimum 5 years' experience as an Executive Assistant, Personal Assistant or similar role. Experience of working with EU institutions, local authorities, foundations and other international projects is preferred.
3. Exceptional letter writing skills in Greek and English
4. Excellent MS Office knowledge and Google Drive
5. Outstanding organisational and time management skills
6. Familiarity with office equipment and applications
7. Excellent written and oral English and Greek language skills will be required.
8. Digital Media Fluency
9. Discretion and confidentiality

Terms of Appointment:

Contract Duration: Fixed Term contract until January 2024 with the possibility of an extension, depending on the outcome of the Larnaka 2030 proposal submission. The role requires occasional evening and weekend work (public events, presentations, workshops)

An attractive remuneration package will be offered to the successful candidate, depending on qualifications and experience.

How to apply:

Interested candidates are requested to provide the following by email to info@larnaka2030.com (Position Reference Executive Assistant-Larnaka 2030), no later than **9/9/2022**:

- A detailed curriculum vitae
- A letter of motivation addressing the ways in which the candidate's experience matches the above job description and required qualifications
- Contact details of at least two referees that can provide reference letters

Only applications that fulfil the above criteria will be considered. All applications will be treated in strict confidence. Only shortlisted candidates will be contacted.