

Position Title: Account Manager

Job Ref: NUP0018/26

Company Name: Neapolis University Pafos

2 Danais Avenue,

Paphos 8042

Neapolis University Pafos (NUP) is a fully accredited university in Cyprus, committed to academic excellence. With 3,500 students, it offers accredited Bachelor, Master, and PhD programs across five schools, including Economics, Law, Health Sciences, and Engineering. NUP is a member of key academic organizations such as EUA, EURASHE, and EFMD and actively participates in global initiatives like the UN SDSN and UNAIC. It is also part of the **EMERGE European University Alliance**, which fosters collaboration in education, research, and innovation across Europe. The university maintains strong partnerships for joint and dual degrees with institutions in Cyprus, Greece, the UK, and China. Additionally, NUP excels in distance learning as a member of EDEN and engages in major research projects like Erasmus+ and Horizon 2020.

Neapolis University Pafos (NUP) is one of the leading private universities in Cyprus, with students from all around the world. It is a vibrant academic institution focusing on high quality education and research that aims to provide top educational services to the Cypriot region and beyond.

NUP is seeking to recruit an **Account Manager** on campus.

Job Description: To serve as the point of contact for university partners, managing relationships, supporting partnership growth, and ensuring successful delivery of services in alignment with institutional goals.

Location: On Campus

Type of Employment: Full-Time

Job Responsibilities

- Serve as the main liaison between the university and external partners or clients.
- Build and maintain long-term, collaborative relationships with key stakeholders.
- Respond promptly to partner inquiries and concerns, and proactively identify and resolve issues.
- Support contract preparations, renewals, amendments, and negotiations in coordination with legal and finance teams.
- Assist in developing proposals, pricing models, and partnership agreements.

- Track account performance against financial and engagement targets.
- Collaborate with academic departments, finance, admissions, marketing, and operations to ensure successful account delivery.
- Deliver training and briefings to internal stakeholders on account requirements and expectations.
- Coordinate announcements, success stories, and case studies highlighting partnerships.
- Coordinate onboarding and implementation of new partnerships or agreements.
- Prepare reports on accounts activity, revenue, forecasting, and partner satisfaction.
- Develop and document account management processes and best practices.
- Undertake other duties as required.

Key Competencies

- Stakeholder engagement and relationship building.
- Strategic thinking and problem-solving.
- Financial and data analysis.
- Cross-functional collaboration.
- Attention to detail and organizational skills.
- Professional judgment and discretion.

Qualifications and Experience

- Bachelor's degree in business administration or a related field.
- Master's degree in a related field is considered as an advantage.
- Excellent written and verbal communication skills in Greek and English.
- At least 3 years of experience in account management, partnerships, or higher education administration.
- Experience in preparing and managing contracts, and institutional partnerships is considered as an advantage.

Salary and benefits

- A highly attractive package is offered according to qualifications and experience.
- Excellent prospects for advancement.

How to Apply:

To apply please submit your application, stating “**Account Manager**” in the subject line with a copy of your CV to vacancies@nup.ac.cy

The selected candidate will get a job offer for employment.

As an equal opportunities employer, Neapolis University Pafos welcomes applications from all suitably qualified candidates. All appointments will be based on merit.

Please note that all applications will be treated with strict confidentiality.

CLOSING DATE: 27/03/2026