



Position Title: [PA to the Director]

Job Ref: NUP0046/26

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.

Job Description: We are pleased to announce that we are looking for a **PA to the Director**. The ideal candidate will provide effective and efficient high-level executive support including the prioritization of work, diary and meetings management, communication, document production, quality assurance and governance. The successful candidate will ensure that all aspects of administration, planning and coordination of workflow is managed effectively and efficiently.

Location: [On Campus]

Type of Employment: [Full-Time]

Job Responsibilities:

- Act as a first point of contact for the Director and maintain the effective working of their offices in their absence.
- Assistance and management of the calendar, appointments, and meetings of the Director of Administration and Finance.

- Coordination of internal and external meetings, including board meetings and executive sessions.
- Preparation of briefing materials prior to meetings.
- Screening, prioritizing, and responding to emails, calls, and messages on behalf of the Director.
- Understanding of the role of CEO.
- Drafting and editing emails, letters and reports.
- Handling sensitive and confidential information with discretion and confidentiality.
- Maintaining records and documentation.
- Maintain effective communication and working relationships with key partners and stakeholders.

Key competencies:

- Accurate time management and prioritization.
- Able to work autonomously and an excellent team player.
- Excellent written and oral communications skills.
- Tactful and diplomatic.
- Excellent interpersonal skills, with the ability to deal effectively with staff at all levels to provide an excellent level of customer care.
- Excellent planning and organisational skills, including the ability to make judgements about competing priorities.
- Ability to use appropriate IT applications effectively (including Outlook, Word, PowerPoint and Excel).

Qualifications and Experience:

- A Degree/Diploma in Business or Business Administration or equivalent experience gained whilst working in a similar role.
- Understanding of the role of a Director
- Understanding of the education system.

Language:

- Greek (fluent)
- English (very good knowledge both written and verbal)

Salary and benefits:

Remuneration: 1.400 to 1.800 depending on experience and qualifications



Discount: Cafeteria Discount and 10-25% discount on selected shops using the NUP Card

How to Apply:

To apply, please submit your application, including your CV, to **vacancies@nup.ac.cy** with the subject line **"Job Ref:NUP0046/26 – Job Title: PA to the Director"**.

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

CLOSING DATE: 20-Sep-26