Job Title: Receptionist

Reference Number: NUP0060/26

Company Name: Neapolis University Pafos (NUP)
2 Danais Avenue
Paphos 8042, Cyprus

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: Neapolis University Pafos is seeking to recruit a **Receptionist** to provide excellent customer service to students, visitors, staff and partners.

Location: Neapolis University Pafos
Employment Type: Full-time

Key Responsibilities

- Contribute to the smooth operation of the Reception area.
- Welcome students and visitors and direct them to the appropriate departments and facilities.
- Handle incoming telephone calls and emails.
- Provide information and support to students and staff regarding University services.
- Organize and maintain Reception records and files.
- Support the Campus Department in managing student accommodation, cleaning services and events.
- Manage bookings and reservations on campus.
- Perform any other related duties as assigned.

Key Competencies

- Ability to handle telephone calls, welcome visitors and schedule appointments.
- Ability to carry out basic administrative tasks accurately, professionally and within specified deadlines.
- Strong team spirit and ability to communicate effectively with different professional teams within the University.
- Discretion and compliance with personal data protection regulations.

Neapolis University Pafos

Qualifications and Experience

- Previous experience in a similar position will be considered an additional advantage.
- Diploma in a relevant field (e.g. Tourism Management, Communication, Secretarial Studies or another related discipline).
- Excellent communication and organisational skills.
- Knowledge of basic computer applications, particularly MS Office.

Languages

- Excellent command of both Greek and English, spoken and written.
- Knowledge of an additional language will be considered an advantage.

Salary and Benefits

- The salary will be commensurate with experience.
- Discount card offers discounts at selected branded stores and restaurants.
- Discount at the University's restaurant/cafeteria.

How to Apply

To apply, please submit your application, including your CV, to **vacancies@nup.ac.cy** with the following subject line: **"Job Ref: NUP0060/26 - Receptionist"**

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

Please note that all applications will be treated with the strictest confidentiality.

CLOSING DATE: 05 December 2026