

**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 a **Marketing Assistant**.

**Job Purpose**: To organize, coordinate, monitor and execute various events and other marketing activities in Cyprus and abroad.

**Main Responsibilities Include**

* Promote the university and programmes with the objective of increasing the number of students and improve the brand name.
* Contribute in the implementation of marketing plans.
* Coordinate promotional activities of the University.
* Organize and attend events on campus and off campus.
* Undertake administrative tasks to ensure the efficient functionality of the department.
* Update spreadsheets, databases and inventories.
* Conduct market research and competitive intelligence.
* Carry out other duties as needed.

**Education and Experience**

* University Degree in Marketing or other Business fields.
* Experience in a similar position is considered as an advantage.

**Key Competencies**

* Excellent written and verbal communication skills in Greek and English.
* Excellent communication, interpersonal and presentation skills.
* Organizational, planning, problem solving adaptability and skills.
* Well organized and attention to detail.
* Ability to travel abroad, mainly attending events and exhibitions.

**Salary and benefits**

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

The selected candidate will get a job offer for employment. Please submit your application, stating “**Marketing Assistant**” in the subject line with a copy of your CV to [hrd@nup.ac.cy](mailto:hrd@nup.ac.cy)

Please note that all applications will be treated in strictest confidentiality.

**CLOSING DATE: 15/09/2024**