



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