



Centre for Sustainable Peace and Democratic Development - **SeeD AISBL**

OFFICE ADMINISTRATOR

NICOSIA, CYPRUS

JOIN OUR TEAM

The Centre for Sustainable Peace and Democratic Development (SeeD) works with international development organisations, governments and civil society leaders to design and implement people-centred and evidence-based strategies for promoting peaceful, inclusive and resilient societies. Working in Europe, the Middle East, Africa and Asia, we provide social transformation policy recommendations that are rooted in citizen engagement strategies and an empirical understanding of the behaviours of individuals, groups and communities.

We are currently looking for a part-time Office Administrator to join our team in Nicosia. The successful candidate will be responsible for the smooth running of the office, for creating and maintaining a pleasant work environment and for ensuring the rest of the staff has adequate support to work efficiently.

Key responsibilities:

- Serves as the point person for office duties including maintenance, mailing, supplies, equipment, bills etc.;
- Maintains the office conditions and arranges necessary repairs including A/C maintenance and pest control;
- Assists the HR Manager with HR administration tasks such as absence requests, job applications, coordination of meetings, induction of new employees (e.g. coordinating the creation of new email accounts, Dropbox access and google calendar access) and contracts;
- Arranges logistics for visitors, staff members from other offices visiting Cyprus;
- Provides support to visitors;
- Advises staff members on queries regarding office management issues (e.g. stationery, hardware etc.);
- Liaises with vendors, takes responsibility for the cleaner, security and health and safety;
- Keeps minutes on Global and Executive team meetings;
- Handles SeeD's institutional email account (i.e. info@) and other relevant login credentials and passwords for applications, memberships and software;
- Responsible for the MS Teams and conference room system;
- Coordinates the set-up and reconfiguration of spaces in the office;
- Other ad-hoc tasks delegated by supervisors.

Requirements:

- Fluency in Greek and English
- Fluency in Turkish, French, Russian or Ukrainian would be a significant advantage



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- At least two years of previous experience in a similar position at an international organisation
- Proficiency in MS Office
- Time management skills, ability to multitask and prioritize work
- Must be discreet with sensitive information and maintain confidentiality
- Attention to detail and problem-solving skills
- Strong organizational and planning skills in a fast-paced environment
- Creative with ability to suggest improvements

Choose SeeD – Choose PEACE!

1. Join us and get involved in a multicultural team focused on teamwork, trust and respect;
2. We care for the professional development of our staff, and we offer internal and external trainings;
3. We offer flexible working hours although preferred working hours for this position is between 9:00 – 13:00. There is a possibility to increase the working hours after six months;
4. We work hard but we are also fun, and we spend time together at staff retreats with team building activities;
5. We care for your well-being and offer different types of leave;
6. We review salaries to ensure that we provide competitive salaries to our staff;
7. We run annual staff surveys that help us make SeeD an even better place to work.

To apply for this position, please send your CV and cover letter to recruitment@seedsofpeace.eu by **20 August 2021**. Please also include a cover letter to help us see your motivation to work with us!

As an equal opportunity employer, we encourage an open and inclusive culture which always advocates for diversity.

Interested candidates with disabilities who need to request reasonable accommodations during the application process should communicate their request to the email: recruitment@seedsofpeace.eu

We thank all candidates for their interest, however only those selected for interviews will be contacted.

More information about SeeD can be found at: <http://www.seedsofpeace.eu/>

More information on SCORE can be found at: <http://www.scoreforpeace.org/>