



easy  
CONFERENCES

# We are **GROWING** and we are **HIRING!** Conferences Co-ordinator



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## About Us

"Easy Conferences" is involved in the organization of conferences in Cyprus and abroad. As a result of the expansion of our business and operations, we are looking for an enthusiastic individual that can join our dynamic team, in the following position:



## PROFILE

The **Conferences Co-ordinator** will interact closely with organisers, clients and suppliers to ensure the seamless planning and coordination of conferences and other events organised by the company.



## KEY RESPONSIBILITIES

- Administer conferences through company software
- Liaise with conference delegates and monitor individual activities within company software
- Research, negotiate and book services like hotels, catering and other suppliers
- Follow up queries/requests made from delegates by email/telephone
- Manage requests from local organisers and conference contributors.
- Prepare delegate name badges and packs prior to conferences
- Attend conferences and assist with onsite registration of delegates and other tasks undertaken by the conference onsite team
- Coordinate with the rest of the team for the smooth office operation
- Perform general office duties



## LANGUAGES

Excellent interpersonal and communication skills, both written and verbal, in Greek and English.

Greek ●●●●● English ●●●●●



## REQUIRED QUALIFICATIONS & SKILLS

- Excellent command of the English and Greek languages.
- High level of computer literacy, in particular with Microsoft Office Suite.
- Excellent attention to detail and accuracy in data entry.
- Understanding of conference planning, organisation and execution.
- Strong organisational skills and ability to multitask and prioritise.
- Excellent communication skills both written and verbal with strong customer service skills.
- Willingness to work individually and as a member of a team.
- A can-do attitude, with a high level of personal motivation.
- Previous experience of minimum three years in a similar position.



## HOW TO APPLY

Applicants should send their CV by email to:

[vacancies@easyconferences.eu](mailto:vacancies@easyconferences.eu)

until 15/06/2017.

All applications will be handled in strict confidentiality. In case that you require more information, you may telephone at +357-22-591900.

Please indicate job code (AC/C) in subject line of email submissions.