



easy  
CONFERENCES

# We are **GROWING** and we are **HIRING!**

## Conference Co-ordinator



+357-22-591900 | [vacancies@easyconferences.eu](mailto:vacancies@easyconferences.eu)  
10 Michael Giorgalla, 1095, Nicosia, Cyprus

### 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: **Conference Co-ordinator**



### PROFILE

The **Conference 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
- 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 05/03/2018

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

Please indicate the following job code in the subject line of email application - C/Co.