

**The Frederick School of Medicine
Administrative Assistant
Limassol**

The School of Medicine Administrative Assistant provides high-quality administrative and operational support to the School, contributing to the efficient delivery of academic and administrative activities. The role works closely with the Dean, School Management, academic staff, students and University Services to support academic processes, quality assurance, accreditation activities and the day-to-day operation of the School.

Duties & Responsibilities

- Provide administrative and operational support to the Dean, Chief Operating Officer, academic staff and School Committees.
- Coordinate meetings, prepare agendas, minutes and supporting documentation.
- Assist in the preparation of documentation for accreditation, quality assurance, audits and institutional reviews.
- Coordinate administrative aspects of clinical education and liaise with hospitals, healthcare organizations and external partners until clinical coordinators are hired in summer 2028.
- Prepare reports, correspondence and other official documentation.
- Maintain accurate records and ensure the confidentiality of sensitive information.
- Support the planning and organization of meetings, events and academic activities.
- Collaborate with University Services to ensure the smooth operation of School activities.
- Contribute to the continuous improvement of administrative processes and services.
- Perform any other related duties assigned by the Supervisor.

Qualifications

Required

- Bachelor's degree in Business Administration, Office Administration, Management, Public Administration, Education or another relevant field.
- Excellent organizational and administrative skills.
- Excellent written and verbal communication skills in Greek and English.
- Excellent knowledge of Microsoft Office applications.
- Strong interpersonal skills with a service-oriented approach.
- Ability to manage multiple priorities and meet deadlines with accuracy and attention to detail.

Will be considered an advantage

- Previous experience in higher education, healthcare administration or a similar administrative role.
- Experience coordinating committees, meetings or academic processes.
- Experience supporting quality assurance, accreditation or compliance activities.

Why Join Us?

- Competitive salary package, depending on experience and qualifications
- 13th Salary: Granted after one year of full-time employment
- Provident Fund: Eligibility after one year of full-time employment

- 21 days of paid Annual Leave
- Paid Sick Leave
- Stable and structured working environment within a reputable university
- Collaborative and professional team culture
- Opportunities for continuous learning and development

Application Process

Interested candidates should send their CV to vacancies@frederick.ac.cy no later than **30/09/2026**. The subject of the email should be **"School of Medicine Administrative Assistant"**. All applications will be treated with the strictest confidentiality. Only candidates who meet the requirements will be invited for an interview.