

Frederick University is looking to hire an Events Manager on a full-time basis.

The Events Manager is responsible for planning, organizing, and executing a diverse range of corporate, promotional, and social events. This role demands strong coordination skills, creativity, and attention to detail to ensure seamless event delivery that meets organizational objectives and enhances brand presence. The position requires flexibility in working hours, including availability for evening and weekend events, to accommodate the dynamic nature of event planning.

### **Key Responsibilities**

- Plan and execute internal and external events from start to finish, aligned with requirements, target audience, and objectives
- Proactively recommend events and promotional activities to amplify brand visibility and strengthen stakeholder relationships
- Brainstorm and develop creative event concepts based on briefs
- Identify suitable venues and conduct on-site inspections
- Develop event setup and branding plans
- Manage event promotion and communication efforts
- Oversee inventory and production of promotional and branding materials
- Source, book, brief, coordinate, and supervise suppliers
- Negotiate with vendors and secure sponsorship deals
- Handle all event logistics, including obtaining necessary permits
- Coordinate with designers and other team members
- Develop and manage event budgets
- Monitor timelines and deadlines to ensure smooth execution
- Create event feedback surveys and prepare evaluation reports

### **Education**

- Academic degree in Marketing and Communications

### **Experience**

- Extensive hands-on experience in event management
- Experience in an academic setting and knowledge of risk management are desirable

### **Technical & Professional Skills**

- Up-to-date knowledge of industry tools involved in event management
- Proficiency in event software
- Strong planning and organization skills
- Ability to manage multiple projects with critical deadlines
- Time-management and project management skills
- Negotiation skills

### **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

### **Personal Competencies**

- Self-motivated and capable of coordinating event logistics and administration in a fast-paced environment
- Creative flair and strong awareness of current trends in event management
- Problem-solving skills

### **How to Apply**

All applications will be treated with the strictest confidentiality.

Interested applicants are invited to submit their **CV** to [vacancies@frederick.ac.cy](mailto:vacancies@frederick.ac.cy) no later than **30 September 2026**.

Frederick University is a **Certified Good Practices Employer** and is committed to fostering an inclusive and diverse workplace. We welcome applications from all suitably qualified candidates. We thank all applicants for their interest; however, only those selected for an interview will be contacted.