



Frederick University is seeking to recruit a full-time Administrative Officer to support the effective operation of the University's Library and Archive Department in **Limassol Campus**.

Short Description:

The role involves providing user-focused services, managing collections, maintaining records and systems, and supporting students, staff, and faculty. In addition, it includes responsibility for ensuring the smooth operation of the department.

Key Responsibilities include:

- Ensure a functional and orderly library environment and assist
- Handle correspondence, filing, and ensure preservation of documents
- Supervise student workers and volunteers
- Coordinate daily library operations
- Assist with planning library events and participate in university-wide activities

Requirements:

- Relevant Degree or Diploma (eg. Secretarial Studies)
- Very good knowledge of Greek and English
- Proficiency in MS Office (Word, Excel, PowerPoint, email)
- Excellent organizational and communication skills
- Integrity, confidentiality, and ability to work under pressure and meet deadlines.

Advantages:

- At least 2 years of experience in similar Position

Interested applicants should send their CV to vacancies@frederick.ac.cy no later than the 10 of November 2025. The subject of the email should be “**Administrative Officer – Library & Archive**”. All resumes will be handled confidentially. Candidates who meet the qualifications will be invited to interviews.