



We are seeking a skilled and experienced cashier to join our team at the Frederick University Nicosia campus.

Job Description:

- Responsible for handling cash, checks, and credit/debit card transactions
- Accurately count and balance cash drawers at the beginning and end of each shift
- Receive and record incoming payments for tuition and related fees, grants etc
- Provide excellent customer service to students, faculty, and staff
- Maintain a clean and organized work area
- Assist with other administrative and accounting tasks as needed (eg reports of collections and sales, supplier's reconciliation)

Qualifications:

- Bachelor's degree or equivalent university qualification
- Relevant experience in a cashier or customer service role
- Strong analytical and problem-solving skills
- Excellent communication and interpersonal skills
- Proficient in using cash registers, point-of-sale systems, and Microsoft office Suite

If you meet the qualifications and are interested in this opportunity, please submit your resume by 31 of July to ad.id@frederick.ac.cy