

Vacancy Notice

POSITION OF PRIVATE SECRETARY AT THE CYPRUS TRADE CENTER NEW YORK / COMMERCIAL SECTION OF THE EMBASSY OF THE REPUBLIC OF CYPRUS.

The Cyprus Trade Center in New York invites applications for the full-time position of Private Secretary for immediate full-time employment, in accordance with the provisions for locally employed staff.

Duties & Responsibilities

- Handles administrative and day to day operations of the Cyprus Trade Center (CTC) including coordinating meetings, maintaining office archive and files, official correspondence, preparing reports et al.
- Assists in activities of the (CTC) related to the implementation of the Annual Action Plans for the promotion of exports of products and services (organization of trade fairs and exhibitions, organisation of promotional events, trade delegations, seminars, conferences, preparation of promotional material etc).
- Other related duties assigned by the Commercial Counsellor as needed.

Qualification Requirements

- Fluent in English, both written and oral. Greek language will be considered an advantage.
- Proficiency in Microsoft Office.
- Excellent interpersonal and communication skills
- Integrity, discretion, organizational skills, initiative, responsibility and sound judgement.
- Prior experience in related responsibilities will be considered an advantage.
- University degree in relevant field will be considered an advantage
- Applications can be submitted by U.S citizens, green card holders or holders of appropriate US work permit/visa.

Remuneration:

Salary is determined in accordance with the General Schedule (GS) Classification and Pay System of the US Office of Personnel Management for the Locality Pay Area of New York. The successful candidate will be placed on Grade 6 Step 5, with annual gross salary of \$60,045. Additionally, a 13th salary will be provided.

Submission of applications

Interested candidates should apply by submitting the following documents to the email ctcny@ctcny.org no later than the 7th of April 2025 at 5 pm (ET), with subject: "POSITION OF PRIVATE SECRETARY".

- Letter of interest.
- Copies of diplomas.
- Detailed resume / CV.
- Copy of a valid passport.
- Two recommendation letters or the names of two persons who can provide recommendations.
- Certificate of a clear criminal record

Only shortlisted candidates will be invited to an interview.

Cyprus Trade Center, New York
Embassy of the Republic of Cyprus
