



# iMinder

**Our Advisory firm, based in Nicosia, led by a dynamic team of highly experienced professionals, in Cyprus and Europe, is seeking for a passionate Manager for our iMinder Academy.**

**Position: Academy Manager (REFERENCE CODE: IMAM2401)**

**Requirements:**

- BSc in Business Administration
- MSc in Business Administration/MSc in Human Resources/MSc in Event Management/MSc in Education or other MSc related to people and education
- Very good knowledge of English and Greek language
- Very good knowledge of Microsoft Office (Powerpoint, Excel, Visio, etc)
- At least 3 years of working experience as Manager of a business unit
- Managerial experience in Education or/and in Events Management will be considered an advantage

**Indicative duties:**

- Identifies market's needs for new topics of seminars and conferences
- Plans and prepares the budget for the yearly seminars and conferences
- Supports the Academy's seminars & conferences sales and marketing activities
- Coordinates the necessary events' actions between colleagues and associates
- Manages the successful execution of seminars and conferences
- Develops the business with existing and new customers
- Evaluates the satisfaction of clients and identifies improvements

**Personality characteristics:**

- Very good planning skills
- Excellent verbal and written communication skills
- Analytical thinking
- Passionate and target devoted
- Ability to work well under stress
- Energetic, pleasant and team player

**Benefits**

- A competitive remuneration package with 13<sup>th</sup> salary and flexible working hours
- Commission based on results
- Bonus based on results
- Company car

Interested applicants **should send their CV until 06/10/24 to the e-mail address [info@iminder.com.cy](mailto:info@iminder.com.cy)**  
Only the successful applicants will be notified. All applications will be treated in strict confidentiality.