



## JOB DESCRIPTION

### **AmCham Operations Officer**

AmCham Cyprus is looking to recruit a competent, motivated individual for the position of "AmCham Operations Officer".

AmCham Cyprus is operating under accreditation from the US Chamber of Commerce, and is a member of AmChams in Europe. It is operating under the auspices of the Cyprus Chamber of Commerce and Industry.

AmCham's primary aim is to promote and further strengthen the business and trade relations between Cyprus and the United States, through increasing the investments from USA entities to Cyprus, facilitating Cyprus companies that would like to expand in the USA, expansion of imports, advocating the changes that are needed to increase the investments and business exports and the provision of a wide range of services, and providing value-added services to its members.

The responsibilities of the successful candidate will be among others:

- ▶ The day-to-day AmCham CY activities, including focusing on enabling and running the policy environment, the execution of the public relations / social media / digital marketing plan, new members recruitment, supporting the committees meeting and execution, and revenue achievement as per budget
- ▶ Be the focal day-to-day person for following up on all Integrated Strategy execution matters on a continuous basis, and execute/follow-up on the initiatives that are under AmChamCY responsibilities/obligations
- ▶ Continuous follow-up on all BoD decisions, continuously liaising with the President
- ▶ Work very tightly with the KEBE Executive Secretariat for AmCham in support of the AmChamCY objectives
- ▶ Liaise with the authorities for the execution of AmCham objectives
- ▶ Organize events

### Qualifications/Eligibility:

- ▶ University Degree or equivalent in at preferably one of the following subjects: Economics, Business Administration, Law, European Studies, International Relations
- ▶ Relevant work experience will be considered as an advantage
- ▶ Excellent knowledge of Greek and English (both written and oral)
- ▶ The ability to travel abroad at a regular basis and on short notice
- ▶ Excellent Digital Skills and good knowledge of handling social media and website content.
- ▶ Integrity of character and good organizational skills
- ▶ Team spirit

Interested applicants are requested to send their CV by email to [amcham@amchamcyprus.com.cy](mailto:amcham@amchamcyprus.com.cy) by the Tuesday the 25 January 2022 end of business day.

**The successful candidate for the position of the Operations Officer of AmCham will enter into an employment contract with Cyprus Chamber of Commerce and Industry for a fixed term. The employment period under the employment contract will be limited to 18 months and AmCham shall have the option, at its absolute discretion, to renew the employment contract at the completion of the contract.**