28 Markou Drakou Street
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admin@home4cooperation.info
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Administration Officer
VACANCY ANNOUNCEMENT

The Home for Cooperation (H4C) is seeking an Administration Officer to support its day-to-day operations and help maintain a welcoming, organized, and functional environment for visitors, resident NGOs, partners, and staff. The role covers office and project administration, financial documentation, bookings and events, facilities coordination, and fundraising and research support.

Position Details

Position Title: Administration Officer
Location: Home for Cooperation, Nicosia, Cyprus
Working hours: full-time, 40 hours/week
Expected start date: 4th of January 2027
Application deadline: 30th of November, 6pm

About H4C and the Role

The Home for Cooperation (H4C) serves as a shared space for dialogue, cooperation, cultural exchange, and collaboration. It hosts events, activities, resident non-governmental organizations (NGOs), and café services, providing a welcoming and functional environment for diverse stakeholders.
The Administration Officer supports the effective day-to-day administration and operation of the H4C, contributing to the smooth delivery of administrative, financial, facility, booking, and office space services. The position helps maintain an organized, safe, and welcoming environment for visitors, resident NGOs, partners, and staff.
The Administration Officer also contributes to project implementation and the operational and financial sustainability of the H4C by providing administrative support adequate documentation.

Main Responsibilities and Duties

Office and Project Administration

- Oversee and coordinate the day-to-day administrative operations of the H4C, ensuring the efficient functioning of office procedures and systems
- Manage H4C's phone and administrative email enquiries, referring questions to relevant team members, and record and manage RSVPs for events and activities.
- Organize, maintain, file, and archive administrative records, correspondence, and electronic documentation relating to H4C's operations and facilities.
- Contribute to the development, review, and implementation of operational documents, administrative procedures, templates, and internal guidelines.
- Support liaison with relevant authorities on organizational administrative matters.
- Provide administrative support for project implementation, including the preparation and organization of project-related records, materials, and documentation, in coordination with Project Officers.
- Support financial procedures for H4C operations and The Home Café services by archiving paperwork, completing supplier forms and sending out invoices in accordance with established financial procedures and authorization requirements.

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H4C Facilities

- Support the secure and effective management of the facilities.
- Monitor the condition of the building, identify maintenance needs, and obtain quotations for preventive maintenance and repair work in coordination with Project Officers.
- Coordinate with external service providers and technicians to ensure that maintenance tasks are completed within agreed deadlines and to the required standard.
- Monitor routine building maintenance, including cleaning services and other scheduled services.

H4C Services

- Support Project Officer in the smooth implementation of bookings and events at the H4C, including room and tech set up.
- Welcome visitors upon arrival and direct them to the appropriate rooms or facilities.
- Support in the arrangement of transportation, accommodation, and other admin support needed for visiting groups
- Oversee the H4C Store, including approving new entries, stock levels and agreements
- Support resident NGOs as their administrative contact for H4C office spaces, facilitating communication and handling routine requests about space use and management.

Qualifications and Experience

Applicants should demonstrate the academic background, relevant experience, language proficiency and practical skills listed below:

- Academic background in Business Administration, Political Science, Social Sciences, Cultural Studies or a related field.
- At least one year of relevant experience in office administration, event planning, project coordination or management.
- Fluency in both Greek and English, spoken and written, is required.
- Strong computer literacy, including proficiency in Microsoft Office applications.
- Excellent organisational and time-management skills, with the ability to multitask and prioritise responsibilities effectively.
- Strong communication and interpersonal skills, with a welcoming and professional approach.
- Ability to work independently, take initiative and demonstrate a proactive attitude.
- Strong problem-solving skills, attention to detail and flexibility.
- Ability to handle sensitive information with discretion and maintain confidentiality.
- Ability to work effectively in an international and multicultural environment.

How to Apply

- Submit a CV and cover letter in English outlining relevant experience, qualifications and motivation for applying.
- Applications should be sent by email to: contact@home4cooperation.info
- Email subject line: H4C Administration Officer – Application
- Application deadline: 30 November 2026, 18:00.