



Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: Hellenic Observatory Administrator

Department/Division: Hellenic Observatory, European Institute
Accountable to: Hellenic Observatory Manager

Competency	Criteria	E/D
Knowledge and Experience	Evidence of Excellent working knowledge of Microsoft Office (inc. Outlook, Word, Excel, Power Point) and email marketing software such as Mailchimp.	E
	Evidence of strong experience in office administration and of working in a busy office environment.	E
	Experience with copy-editing and production of publications.	E
	Fluent knowledge of Greek both written and spoken.	E
	Good experience in event organisation (publicity, bookings etc.).	D
	First or second university degree or equivalent in a relevant discipline such as in the social sciences or humanities.	D
	Technical skills in Adobe Create Suite (mainly InDesign) packages.	D
	Basic knowledge of html and the ability to use Contensis (Content Management System) for web-page development and management.	D
Communication	Evidence of communicating effectively in person, by email, by phone and other written material.	E
	Demonstrable ability to write clearly and concisely for different audiences and purposes e.g. website, reports and publicity material.	E
	Ability to work accurately and with excellent attention to detail.	E



	Ability to handle confidential and sensitive information.	E
Initiative and Problem Solving	Ability to solve standard day-to-day problems as they occur, following set standards and procedures. To anticipate these and propose solutions with little day-to-day supervision.	E
	Ability to recognise when a problem should be referred to others.	E
	Ability to identify areas for expansion and to take initiative with others in reaching this objective.	D
Teamwork and Motivation	Ability to be a proactive member of a team.	E
	Ability to support team members to reach common goals.	E
	Evidence of being self-motivated and able to work independently on tasks with minimal supervision.	E
Planning and Organising Resources	Ability to plan and prioritise own workload, often working on multiple tasks at the same time.	E
	Ability to work to tight and often conflicting deadlines.	E
	Ability to introduce and improve systems and processes.	E
	Ability to develop records and materials relevant to the public programme such as contact database, academic networks, web-page information.	D
Liaison and Networking	Ability to develop good working relationships with external contacts and in developing external networks.	E
	Ability to provide a professional service at all times.	E
	Evidence of having initiated, built or led internal networks, maintained relationships over time and established new communication channels.	D
Investigation, Analysis and Research	Ability to research, develop and compile relevant specific databases for Greece and Cyprus.	D
	Ability to contribute to discussions on the upcoming agenda of public events.	D



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	Knowledge on collating and analysing data from software systems and from the internet.	D
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E – Essential: requirements without which the job could not be done.

D – Desirable: requirements that would enable the candidate to perform the job well.