

VACANCY NOTICE

POSITION OF MESSENGER AT THE CYPRUS TRADE CENTER OF THE EMBASSY OF THE REPUBLIC OF CYPRUS IN BERLIN, GERMANY

The Embassy of the Republic of Cyprus in Berlin accepts applications for one (1) position of Messenger for immediate full-time employment, in accordance with the provisions for locally-employed staff. The gross monthly salary for this position will be set to 2200,00 euros. There is a 6 month trial period for this position.

Job description

- Perform the duties of messenger.
- Assist with the daily operations of the Trade Centre.
- Perform external duties and errands for the Embassy.
- Welcoming of visitors in the foyer of the Embassy.
- Replacement of the Embassy's driver when needed.
- Handling of Embassy's call center.
- Mail and post office duties.
- Office and office equipment maintenance.
- Execution of other tasks relevant to the position.

Requirements

- Secondary school diploma.
- Clear criminal record.
- Valid driving license.
- Computer skills.
- Good knowledge of German and English.

Additional Qualifications

- Good knowledge of Greek.
- Relevant experience related to the above requirements.

How to apply

Interested candidates should send a cover letter with their CV, a copy of their passport or identity card, a certificate of clear criminal record and copies of relevant certificates of their qualifications no

later than Friday the 20th of May 2022 at 17:00 pm (CET), to the email address info@botschaft-zypern.de.

Please note that the Embassy does not cover any travel, accommodation or other expenses which might be incurred by the candidates during the selection process for this position, or/and thereafter.

Only shortlisted candidates will be invited to an interview.

Berlin, 7 May 2022