

Job Advert

Business Administrator

Overview

[MaaS Lab](#) is a pioneer research-based company focusing on developing cutting-edge solutions, platforms and studies for making the transport sector and our cities sustainable and climate neutral. MaaS Lab has a range of projects worldwide, covering sustainable mobility, electric mobility, on-demand transport, connected cooperative and autonomous mobility, self-driving vehicles, multimodality, integration, resilience, and equity – everything that will make our future mobility easier, smarter, and more sustainable. MaaS Lab started its operations in an academic environment in London, and after almost 10 years of operations, it has now established itself in Limassol, Cyprus.

MaaS Lab is a unique multidisciplinary environment where economists, engineers, mathematicians, software developers, data and social scientists blend to set the pace through innovations and enable outstanding achievements. After all, behind every successful company are many great fascinating people who share the same vision.

MaaS Lab is looking for a Business Administrator to join the team and run the administration of the company, as well as support the Directors with organisation.

Main Responsibilities

- Manage, support and organize the company.
- Assist with developing, maintaining, monitoring and applying company's policies.
- Prepare and organize employees' contracts, annual leaves, line managing, performance appraisals, timesheets. Handle enquiries of employees and HR-related initiatives.
- Organise company's monthly expenses, budget monitoring and provide monthly statistics to the Director.
- Prepare employment and projects contracts and monitor timelines.
- Provide Personal Assistance/Secretarial support to the Director.
- Efficiently manage schedule, appointments and meetings.
- Prepare meeting agendas, presentations and make sure that everything is set up for physical meetings or telcos.
- Handle company's social media accounts and make sure the website is updated.

Essential Qualification Requirements

- BSc in Business Administration, Economics or a related field.
- 1+ years of related working experience.
- Strong organizational and time management skills with ability to prioritize effectively.
- Highly motivated and energetic
- Excellent skills in MS Office (excel, powerpoint, office).
- Excellent verbal and written communication skills, both in English and Greek.
- Analytical mindset and the ability to gather and analyse data for reporting purposes.
- Discretion and confidentiality in handling sensitive information.
- Professional demeanor and the ability to interact with individuals at all levels of the organisations.
- Proactive attitude and high degree of independence

- Good working knowledge of English
- Eligible to work in the EU

What we offer

- Salary in the range of 17,000 to 21,000 Euro gross per year (depending on the CV, experience and qualifications).
- Technical equipment (laptop and whatever else is needed to enable your work).
- Wellness programs

More Perks & Benefits

- 27 days paid annual leave
- 16 National holidays
- Parental leave
- Away days in the beautiful Mediterranean island
- Team bonding activities
- Training opportunities and professional growth
- If you love travelling, we've got you!

Location

Limassol, Cyprus –flexible working hours

Starting Date

Sep 2024 – we are open to discuss starting date.

Application

Submit your CV describing also relevant experience to the requirements: info@maaslab.org