



STAVROS
NIARCHOS
FOUNDATION
CULTURAL
CENTER

ΚΕΝΤΡΟ
ΠΟΛΙΤΙΣΜΟΥ
ΙΔΡΥΜΑ
ΣΤΑΥΡΟΣ
ΝΙΑΡΧΟΣ

Commercial Operations Representatives

Designed by the architectural firm Renzo Piano Building Workshop, the Stavros Niarchos Foundation Cultural Center (SNFCC) is a sustainable, world-class cultural, educational and recreational urban complex that includes the new building facilities of the National Library of Greece and the Greek National Opera, alongside with the Stavros Niarchos Park. It was constructed through a grant from the Stavros Niarchos Foundation and was transferred to the Greek State in February 2017.

SNFCC Single Member S.A. is a public benefit organization, responsible for the maintenance, operation, and management of the Stavros Niarchos Foundation Cultural Center and the Stavros Niarchos Park, while at the same time, developing its own cultural, educational and sports programming, open to all and free of charge, thanks to an exclusive grant from the Stavros Niarchos Foundation.

SNFCC Single Member S.A. is an employer that provides equal opportunities, through prohibiting discrimination against employees or candidate employees regarding their race, skin color, religion, nationality, ethnic origin, gender, age, disability, marital status, sexual orientation or any other category protected by the law. SNFCC Single Member S.A. ensures that all candidates will be treated equally with accordance to their qualifications and the conditions laid down by the law.

The **Commercial Operations Department**, being a part of the Operations Direction, is responsible for the promotion of SNFCC's facilities and venues, which are available to rent for hosting events of all kinds (conferences, corporate events, large-scale events, social events, and more), by corporate customers, individuals and organizations, and contributes to achieving the organization's sales target and maintaining the high-level services provided to a high-profile clientele. The Department is an integral part of SNFCC, towards achieving the organization's financial objectives while providing excellent service.

SNFCC is seeking a candidate to fill the position of **Commercial Operations Representative**, who will be reporting to the Commercial Operations Manager. The **ideal candidate** will participate in the process of organizing and running events. He/She will support the department's procedures, taking into consideration the team's objectives and the SNFCC's vision and mission.

Key Duties and Responsibilities:

- Tracks incoming requests.
- Handles initial communication with prospective clients to investigate the request.
- Identifies available dates in the internal SNFCC, NLG and GNO event management systems.
- Contributes to the organizational support of the department and the office.
- Participates in organizing corporate meetings with clients for presenting the SNFCC facilities.
- Completes event forms to prepare business offers.
- Supports all aspects of events organization (Set Up, Main Event, Dismantling) according to the Organization's protocol.
- Monitors and updates the Commercial Operation Department Databases.
- Manages required weekly tasks (e.g. internal Calendar, new request updates to the NLG and the GNO).
- Participates in the team's weekly meetings.
- Participates in projects and research for the department's continuous improvement.

Requirements:

- University degree or post-secondary vocational school (minimum duration: three years) degree in a related field
- A postgraduate degree in a related field will be considered an asset
- A minimum of 1-year relevant experience in a similar post
- Experience in Hospitality, customer service, or sales.
- Excellent oral and written command of the Greek and English languages (C2 level)
- Knowledge of a second foreign language will be considered an asset.
- Excellent use of MS Office, with special emphasis on Excel and PowerPoint

Required skills and desirable characteristics:

- Always be open to learning through looking at new ways of working
- Experience in sales and the organization and smooth running of any event
- Knowledge of CRM or Artifax will be considered an asset
- Ability to focus and work toward specific targets, in line with the objectives of customer-centric sales
- Ability to work under pressure
- Excellent oral and written communication skills
- Team spirit
- Excellent organizational skills, within specific deadlines, with a focus on detail

Application Process

- The submission deadline is July 25, 2022, 16:59 EEST
- Candidates must submit their resume and a brief letter of interest [HERE](#).

- All applications will initially be assessed by an independent human resources consulting firm. Interviews with shortlisted candidates will follow. All candidates will be notified in writing of the recruitment process completion.
- All SNFCC facilities and offices are fully accessible to Persons with Disabilities