

## Job Announcement

**Position Title:** Junior Business Administrator

**Reports To:** Chief Operating Officer

**Job Overview:** LELANTUS is a startup company based in Nicosia, Cyprus, founded in 2020. Our goal is to form a successful business based on the commercialization of cutting-edge research outputs including innovative solutions for estimation, monitoring and control of Intelligent Buildings.

We have recently received both a Pre-Seed and a Seed Funding from the Research and Innovation Foundation of Cyprus, in cooperation with the KIOS Research and Innovation Center of Excellence and the Cyprus University of Technology, for developing and assessing the commercialization potential of innovative products for the real-time monitoring of the Indoor Air Quality against various contaminant concentrations as well as conditions that enable the COVID-19 transference.

We need motivated and skillful individuals to help build strategic business plans to ensure the successful commercialization of such products. The ideal candidate is someone seeking to put into work the knowledge and skills acquired from a degree in business administration, business management or related fields in all the tasks associated with the preparation of a business plan.

### Responsibilities and Duties:

- Undertake tasks related the construction of a business plan for upcoming state-of-the-art products which includes:
  - Market Analysis: Conduct relevant research, reviews and audits
  - Customer/Market Needs Assessment: Collect and analyze gathered data and information
  - Competition assessment: Collect information and analyze existing competition.  
Define approachable market segments
  - Design a Marketing Plan
  - Prepare a Sales Strategy
- Prepare Project Reports and Deliverables
- Interact with potential customers either on the phone or in person
- Conduct Interviews and Meetings with possible customers

## **Skills and Abilities:**

- Excellent knowledge and use of the Greek and English languages, both oral and written
- Excellent communication skills
- Strong time management and organizational skills
- Great analytical skills
- Critical thinking, problem-solving and attention to detail
- Discretion, Integrity and Trustworthiness
- Ability to work and cooperate in fast-paced environments
- Ability to work effectively and efficiently under pressure
- Any technical knowledge in building automation and sensing equipment will be considered an advantage

## **Duration of employment:**

The employment will be part-time or full-time or task based. The employment will be based on a general contract for a pre-defined period depending on the agreement made between the interested parties. The contract has the possibility of renewal based on the available funding.

## **Benefits:**

- Flexible working hours
- Optional remote working
- Monthly Salary: €1200-€2200 based on qualifications and previous experience
- Friendly working environment

## **Qualifications and Experience:**

- Undergraduate student in business administration studies or other related field\* (only for part-time employment)
- Bachelor's degree in Business Administration or Management or Marketing or other related field.
- Master's degree in any related field would be considered an advantage.
- Any previous commercial experience in market research and customer needs assessment will be considered as a benefit

*\* Project tasks can be combined with the completion of a senior thesis after the acceptance of the appointed academic advisor*

**Interested applicants must send their CV at [info@lelantusinnovations.com](mailto:info@lelantusinnovations.com).**