



JOB OPENING at Archipelagos Institute of Marine Conservation:

Position offered:	Admissions Manager
Offer publishing date:	21st November 2022
Expected start time:	December 2023 – January 2024
Location:	Samos Island (Greece)

Immediate Vacancy
Admissions Manager

We are looking for a candidate that is proactive and motivated. Efficient at problem solving and with a great attitude for learning.

This role would be perfect for someone who has previous experience with general administration, experience with simple accounting and coordinating admissions, but also with a true interest in environmental conservation. This job position can give you hands-on experience on the administration of a NGO, giving you skills on communication, paperwork handling, workflow organization while acting as a support member of Archipelagos and its Environmental conservation efforts.

Duties and responsibilities

- Admissions, administration and recruitment of interns and field course students.
- Liaising with universities and third party organizations.
- Email correspondence.
- Internship/ field course administration and paperwork.
- Generate reports.

Required skills:

- Experience in general administration.
- Computer literate in all Microsoft applications and Google Docs.
- Business administration studies will be desirable.
- Good organizational skills.
- Proactive and goal oriented personality.
- Excellent written and verbal communication in English (Greek language skills desirable).
- Teamwork oriented.



Benefits: salary according to the experience, accommodation and full board.

How to apply: Please submit an up-to-date resume, two references and one page cover letter expressing your interest to info@archipelago.gr as soon as possible. Applications will be reviewed on a rolling basis and positions will remain open until filled.

About Archipelagos Institute of Marine Conservation:

Archipelagos Institute of Marine Conservation is a non-profit, non-governmental organization committed to researching and defending the biodiversity of the Greek seas and islands, as well as the entire eastern Mediterranean.

Since its creation in 1998, Archipelagos has been focusing on the combination of multidisciplinary scientific research and efficient conservation work in which local communities play an active part.

This strategic cooperation enables and strengthens Archipelagos' actions at local, national and European level, allowing it to protect aquatic and terrestrial life against ever-increasing human destructive activities.

Find more information about us on: <https://archipelago.gr>

About the location:

Archipelagos Institute is located on the island of Samos, in the eastern Aegean Sea. The Aegean Sea is one of the most important marine biodiversity hotspots in the Mediterranean, with some of the most extensive and pristine ecosystems, hosting populations of keystone species. Far away from the mass tourism, in Samos island you can experience the most authentic Greek lifestyle with welcoming local communities, rich culture and beautiful landscapes.

Find out more about our bases at:
<https://archipelago.gr/en/about-us/research-bases/>

www.aegeansanctuary.com