



**EMBASSY OF GREECE
TOKYO**

J O B A N N O U N C E M E N T

The Embassy of Greece in Tokyo is seeking to hire a Special Assistant for the Office of Economic and Commercial Affairs (ECA), for a two-year period with the possibility of renewal.

Qualifications:

- Japanese citizens or Japan permanent residents.
- Age of at least 23 years old at the time of employment and not over 60 years old.
- Greek male citizens must have fulfilled their military obligations (or be permanently exempt).
- Bachelor's degree, and / or a postgraduate degree as additional qualification, related to international economic relations.
- Fluency in Japanese and English; good knowledge of Greek language is a plus.
- Previous experience in a related field to be considered as a plus.
- Excellent computer skills (Excel, Word, Power point).
- Confidentiality and Effectiveness.
- Proof of Criminal Record.

Job description includes: studies, market research, statistics, databases, presentations, communication with government authorities, agencies and companies in Greece and Japan, participation in events and meetings.

Applications must be submitted by November 16th, 2024, to ecocom-tokyo@mfa.gr.

Applicants must attach to their applications: a) detailed curriculum vitae, b) copy of passport or identity card, c) certificate of permanent residence in Japan, d) copies of academic credentials. A certificate of military service and a criminal record copy may be submitted at a later time.

For any clarifications, interested parties are kindly requested to contact us via the above e-mail addresses.

Tokyo, November 5th, 2024