



**EMBASSY OF GREECE
THE HAGUE**

Vacancy Announcement - Personal Assistant

We are seeking a highly organized and proactive ****Personal Assistant**** to join our team. This individual will work closely with senior management to provide administrative and personal support, ensuring smooth day-to-day operations.

Job Description (Roles & Responsibilities):

- Manage diaries, schedule appointments
- Handle and respond to all correspondence including phone calls, emails and letters
- Organize meetings and coordinate logistics
- Prepare presentations and other documents
- Maintain filing systems and office supplies
- Offer logistical support with planning conferences, workshops, seminars and other key events (compiling guest lists, invites)
- Liaising with other members of staff and external parties such as Ministries (Protocol Office), International Organizations, Embassies, Netherlands Enterprise Agency (RMO)

Essential qualifications, skills & experience:

- Strong organizational skills and attention to detail
- Excellent communication and interpersonal abilities
- Ability to manage multiple tasks and meet deadlines
- Discretion and confidentiality are strongly required
- Proficiency in Microsoft Office and other productivity tools (Excel, Microsoft Teams and Excel)
- Excellent knowledge in Greek and English. Fluency in Dutch would be considered an asset.
- Prior experience as Personal Assistant or administrative role is preferred

What we offer:

- A two year contract ,with possibility to extension
- Opportunity for growth within the company
- A dynamic and supportive work environment

Applicants are invited to submit by **November 10th 2024 via e-mail (gremb.hag@mfa.gr) or by post (Amaliastraat 1, 2514JC, Den Haag, tel. +31 703638700)** their application letter along with a resume (CV), copy of passport, declaration that they will provide all academic credentials if needed, and certification of criminal record.

The Hague, October 21st, 2024